



# PATH TO COLLEGE FELLOWSHIP

## Code of Conduct

*By signing the Path to College Code of Conduct, I acknowledge that it is my responsibility to read and follow the principles herein; and to not participate in, or condone behavior that would violate the protocols; and to seek clarification and guidance in this area whenever questions arise.*

**Goal:** To establish a set of principles and practices for the Path to College (PTC) leadership team, participating individuals, and staff that will set parameters and provide guidance and direction for conduct and decision-making.

PTC is committed to observing and promoting the highest standards of ethical conduct in the performance of its responsibilities. Staff and Directors pledge to accept this code of conduct as a minimum guideline for ethical conduct and shall:

### Accountability

- Faithfully abide by the guiding principles established for PTC.
- Exercise reasonable care, good faith and due diligence in all affairs.
- Fully disclose to the Board President and the Executive Director, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
- Fully disclose to the Board President and the Executive Director, at the earliest opportunity, information that would have significance in decision-making.
- Report concerns about violations of Code of Conduct or suspected violations of law or regulations that govern PTC's operations.
- Not retaliate against anyone who has reported a violation in good faith
- Remain accountable for prudent fiscal management to the Board, our funders, and, where applicable, to government and funding bodies.

### Conflict of Interest

- A conflict of interest occurs when a Path to College member has an actual or perceived possibility of deriving personal or organizational gain from a decision or an action made by the Team.
- When acting as a Path to College leadership team member, each member commits to act in the best interests of Path to College's mission. Path to College recognizes that unintended conflicts may arise simply by the interconnected nature of the network of organizations that participate in Path to College. However, to avoid impropriety, members who may have a conflict shall disclose any conflict(s), and excuse themselves from the room while the remaining members discuss and vote on the issue(s) at hand.

### Professional Excellence

- Maintain a professional level of courtesy, respect, and objectivity in all PTC activities.

- Strive to uphold those practices and assist other PTC Members in upholding the highest standards of conduct.

#### **Welfare of All**

- Exercise the authority invested for the good of all members of the PTC organization, and its mission, rather than for his or her personal benefit, or that of the employer they represent.

#### **Equity**

- Promote equity by acknowledging and decreasing systemic inequalities and providing for equal opportunity in access to college by removing barriers to disadvantaged students, and working together to better support student success.
- Support the right of all our community's students have equitable access to college without discrimination on the basis of geography, political, religious, or socio-economic characteristics, to the best of our ability.
- Ensure all students in Palm Beach County are afforded fair and just opportunities within their educational experiences and through the Path to College direct services provided.

#### **Confidential Information**

- To the extent allowed by law, maintain transparency while respecting the confidentiality of sensitive information about individual students or, when applicable, participating organizations which may become known to Board and/or Leadership Committee members, staff, and/or volunteers.

#### **Collaboration and Cooperation**

- Respect the diversity of opinions as expressed or acted upon by PTC leadership team, and respectfully disagree as appropriate.
- Respect and support decisions made by the Board and Leadership Committees, once a collaborative conclusion has been reached.
- Promote collaboration, cooperation, and partnership among members.

#### **Reporting Procedure**

- Maintain an open door policy for questions, concerns, suggestions, or complaints
- PTC Board and/or Leadership Committee members, staff, and/or volunteers can report to the Board President or Executive Director.
- If concerns about an PTC Board Chair, PTC staff and volunteers can report to the Executive Director.
- If concerns about the Executive Director, PTC staff and volunteers can report to the Board President.