



## CODE OF ETHICS

In order for Centreville Immigration Forum (CIF) to maintain a welcoming environment, members of the board of directors, staff and volunteers shall abide by the following principles:

**I pledge** to maintain the highest standards of behavior and to follow all laws, regulations and policies that apply to me.

**I pledge** to conduct myself in a professional manner, treating others with dignity, respect, and courtesy at all times.

**I pledge** to disclose situations to staff in which a personal interest conflicts with my CIF obligations, and to take action to avoid all actual and perceived conflicts of interest.

**I pledge** to neither use nor allow the use of CIF resources to further any personal interest.

**I pledge** not to disclose any confidential information that I may learn directly or indirectly through my responsibilities at CIF.

**I pledge** to share work-related problems, criticisms or suggestions as they arise only with my supervisor or center director, as appropriate.

**I pledge** to accept directives, training and supervision.

**I pledge** to maintain accurate time records by filing my timesheet on box.com every 10<sup>th</sup> and 25<sup>th</sup> of the month.

**I pledge** to honor CIF's status as a not for profit, non-sectarian, 501 (c) 3 organization.

I have read this code of ethics and agree to abide by it. I have read and understand the above guidelines, rules, release of liability and conflict of interest statement featured in the CLRC volunteer handbook.

Name (print) \_\_\_\_\_

My Signature \_\_\_\_\_

Date: \_\_\_\_\_