

# Code of Conduct Policy

The Newberry Institute, Inc.

Last updated: June 30, 2025

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## 1. Purpose

The Newberry Institute, Inc. (“TNI” or “the Institute”) is committed to fostering a safe, respectful, inclusive, and ethical environment for all staff, volunteers, board members, program participants, and community partners. This Code of Conduct outlines the standards of professional behavior, integrity, and mutual respect that are expected of all individuals representing or affiliated with TNI.

It applies to all organizational activities, whether in-person or virtual, and serves as a foundational document for ensuring accountability, trust, and alignment with our mission.

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## 2. Scope

This policy applies to:

- Employees (full-time, part-time, temporary, and interns)
  - Volunteers and service-learning participants
  - Board of Directors and Advisory Board members
  - Contractors, consultants, and partner organizations
  - Any person acting on behalf of TNI in any capacity
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## 3. Core Principles

TNI expects all individuals to uphold the following principles at all times:

- Respect and Dignity: Treat all individuals with respect, fairness, and dignity, regardless of race, ethnicity, gender, religion, sexual orientation, disability, age, nationality, socioeconomic status, or any other characteristic.

- Integrity and Honesty: Conduct all duties with honesty, transparency, and accountability. Avoid fraud, misrepresentation, or deceptive practices.
  - Professionalism: Behave in a professional, responsible manner when representing TNI in any capacity.
  - Inclusivity and Non-Discrimination: Promote a culture of inclusion, equity, and accessibility. Discriminatory or harassing behavior will not be tolerated.
  - Collaboration and Partnership: Work constructively with colleagues, community members, and partners, honoring shared goals and commitments.
  - Stewardship of Resources: Use organizational resources responsibly and solely for official purposes.
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## 4. Expected Behaviors

### a. General Conduct

- Comply with all applicable laws, regulations, and TNI policies.
- Represent TNI positively and refrain from conduct that could harm the Institute's reputation.
- Maintain confidentiality of sensitive or personal information.
- Report unsafe conditions, suspected misconduct, or policy violations promptly.

### b. In the Workplace or Program Sites

- Refrain from verbal, physical, or emotional abuse.
- Avoid the use of inappropriate language, gestures, or behavior.
- Never engage in harassment, bullying, or retaliation in any form.
- Adhere to all safety protocols, health standards, and incident reporting procedures.

### c. Conflict of Interest

- Avoid situations where personal interests conflict with the mission or operations of TNI.

- Disclose any real or perceived conflicts to a supervisor or designated authority.

#### d. Use of Technology and Social Media

- Use technology and digital tools provided by TNI appropriately and securely.
  - Maintain professional tone and conduct on all public communications and social media when representing or discussing TNI activities.
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## 5. Prohibited Conduct

The following behaviors are strictly prohibited and may result in disciplinary action, including termination or removal:

- Discrimination, harassment, or abuse of any kind
  - Sexual harassment or inappropriate physical conduct
  - Theft, fraud, or misuse of organizational assets
  - Substance abuse during work or program hours
  - Possession of weapons or engaging in violence
  - Retaliation against individuals who report misconduct
  - Unauthorized disclosure of confidential information
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## 6. Reporting and Accountability

Anyone who witnesses or experiences misconduct is encouraged to report the issue through any of the following channels:

- Direct supervisor or team lead
- TNI Human Resources or designated compliance officer
- Confidential email: [conduct@thenewberryfoundation.org](mailto:conduct@thenewberryfoundation.org)
- Anonymous reporting mechanism (if applicable)

TNI will investigate all reports promptly, fairly, and in accordance with applicable policies and legal standards. Retaliation against individuals who report in good faith is strictly prohibited.

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## 7. Consequences of Violations

Violations of this Code of Conduct may result in corrective action, including:

- Verbal or written warnings
- Mandatory training or counseling
- Suspension or reassignment of duties
- Termination of employment, volunteer role, or partnership
- Legal action when applicable

The severity of the response will be determined based on the nature of the violation, its impact, and the applicable laws and policies.

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## 8. Acknowledgement

All individuals covered by this policy are required to acknowledge that they have read, understood, and agree to comply with this Code of Conduct. TNI may request signed acknowledgements annually or upon onboarding.

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## 9. Review and Updates

This policy shall be reviewed periodically by the Executive Director and the Board of Directors to ensure its relevance and effectiveness. Updates will be communicated in writing and posted on the TNI website or shared through official channels.

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