



Code of Conduct

Effective Date: 01/10/2025

Last Reviewed Date: 12/20/2025

Approved by: Board of Directors January 2025

This Code of Conduct establishes a standard of behavior expected from all employees and volunteers of OlyCAP (Olympic Community Action Partnership). This document serves to promote a positive, inclusive, and respectful environment that aligns with the values of our organization and the communities we serve.

Core Values

Integrity: Act honestly and ethically in all interactions, even when no one is looking.

Respect: Treat all individuals with dignity and consideration.

Collaboration: Work together with colleagues, partners, and community members to achieve our mission.

Accountability: Take responsibility for our actions and their impact on others.

Expected Behaviors

- **Professionalism**
 - Maintain a high standard of professionalism in all communications and interactions.
 - Dress appropriately for your role and responsibilities.
 - Arrive on time and fulfill commitments to the best of your ability.
- **Respect and Dignity**
 - Treat everyone with respect, regardless of their background, beliefs, or opinions.
 - Listen actively and consider unique perspectives.
 - Avoid any form of harassment, discrimination, or bullying.
- **Confidentiality**
 - Respect the confidentiality of information regarding clients, colleagues, and OlyCAP operations.
 - Do not disclose private information without proper authorization.
- **Conflict of Interest**
 - Avoid situations where personal interests may conflict with the interests of OlyCAP.
 - Disclose any potential conflicts of interest to supervisors or designated personnel.
- **Use of Resources**
 - Use OlyCAP resources, including time, materials, and funds, for their intended purpose.
- **Compliance with Laws and Policies**
 - Adhere to all applicable laws, regulations, and OlyCAP policies.
 - Participate in required training and stay informed about organizational policies and procedures.
- **Reporting and Accountability**
 - Encourage an environment of openness and accountability where concerns are raised without fear of retaliation.
- **Community Engagement**
 - Foster positive relationships with community members, stakeholders, and partners.
 - Represent OlyCAP in a manner that upholds its values and mission