

FRIENDS OF GLADISH

CODE OF ETHICS and BUSINESS CONDUCT

March 20, 2020

Dear Gladish employees, directors, and volunteers,

Maintaining a pleasant work environment requires us to abide by ethical principles which show a sense of respect, honesty, and integrity. Our values are an essential part of Gladish culture and constitute a fundamental component of its life.

Since our values are a part of the Gladish organizational culture and daily activities, it is necessary to establish a common framework that unifies the criteria and guides the actions of all of us and to make it official.

Gladish works under the basic premise of adhering to all laws and regulations, whose observance and compliance is essential to its existing and operating within its social environment.

This Code of Ethics and Business Conduct is based on the fact that most of the time the correct action is clear, regardless of whether or not it is included in a code.

As a result of the above the Board of Directors of Friends of Gladish has approved and authorized the issuance of this Code of Ethics and Business Conduct.

David Harder, President
Friends of Gladish Board of Directors

Q & A

I. What are Ethics?

Ethics are:

- (1.) moral principles that govern behavior or conduct.
- (2.) A set of principles of right conduct.

II. What is the Friends of Gladish (Gladish) Value-Based Code of Ethics?

Gladish's value-based code of ethics:

- (1.) addresses its core value system.
- (2.) is a guide of principles designed to help to help professionals conduct business honestly and with integrity.
- (3.) sets out the organization's ethical guidelines and best practices to follow for honesty, integrity, and professionalism.
- (4.) may encompass areas such as business ethics - a code of professional practice and code of conduct for director's, officer's, and employees.

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III. What are the board's oversight responsibilities?

The Friends of Gladish Board of Directors is expected to:

- (1.) play a visible role in overseeing ethics and compliance.
- (2.) insure there is a process for management and the board to respond to issues that arise from any level of the organization.
- (3.) Establish an effective reporting mechanism.
- (4.) Conduct periodic surveys to determine awareness of and willingness to participate in the ethics and compliance program.
- (5.) insure that the employees' view of the "tone at the top" is aligned with that of management and the board.
- (6.) insure the reward system considers performance in light of the ethics and compliance program objectives.

Code of Ethics and Business Conduct

Policy

It is the policy of Friends of Gladish dba Gladish Community and Cultural Center (Gladish) to provide this Code of Ethics and Business Conduct, which will serve as a guide to proper business conduct for all directors, employees and volunteers. Gladish expects all directors, employees, and volunteers to observe the highest standards of ethics and integrity in their conduct.

General Rules

- (1.) Our conduct is loyal, respectful, and honest.
- (2.) We recognize human dignity. As such, we respect personal freedom and privacy.
- (3.) Gladish is under moral obligation to respect and protect its personnel.
- (4.) Gladish will take actions to provide and maintain safety, a healthy workplace, and a suitable work environment while promoting security awareness among its personnel.
- (5.) Gladish does not discriminate anyone by origin, race, marital status, age, political opinion, gender, creed, tribal association, social or economic status, pregnancy, sexual orientation, disability, illness or nationality.
- (6.) All types of harassment in and out of Gladish are condemned, forbidden, and will be reported.
- (7.) Gladish does not fire, suspend, humiliate, threaten, harass, interfere with right of employment, or otherwise discriminate in any way against a person who provides information, helps provide information, or collaborates in an investigation where breach of Gladish policies or violations to this code are presumed.
- (8.) We prevent groundless allegations against an innocent person.
- (9.) We comply with this code, the policies and procedures established by Gladish and with applicable laws, regulations and provisions of the City of Pullman, Whitman County, the State of Washington, and the United States of America.
- (10.) We do not make comments that may be detrimental to Gladish personnel or Gladish.

- (11.) We protect the tangible and intangible assets of Gladish.
- (12.) We do not disclose Gladish confidential information of any kind.
- (13.) We do not use the resources of Gladish for personal gain.
- (14.) We assure fair participation and impartial selection of suppliers, based on quality, cost, and service criteria.
- (15.) We do not engage in outside activities that may affect our capacity or willingness to meet our obligations to Gladish.
- (16.) We avoid conflicts of interest.
- (17.) We promptly report and violations of this code.