

OHIO RIVER ROAD RUNNERS CLUB (ORRRC)

Code of Ethical Behavior

PROFESSIONAL RESPONSIBILITY

Core Principle

As professionals, we are responsible for adding value to ORRRC and contributing to the ethical success of this organization. We accept professional responsibility for our individual decisions and actions. We are also advocates for ORRRC by engaging in activities that enhance its credibility and value.

Guidelines

1. Adhere to the highest standards of ethical and professional behavior.
2. Abide by the Bylaws and Code of Regulations of ORRRC.
3. Measure the effectiveness of our programs in contributing to or achieving organizational goals.
4. Comply with local, state and federal laws.
5. Work consistently with the values of the organization.
6. Strive to achieve the highest levels of service, respect, performance and social responsibility.
7. Advocate openly and within the established forums for debate in order to influence decision-making and results.
8. Hold paramount the safety, health and welfare of the membership and the public in the performance of professional duties.

PROFESSIONAL DEVELOPMENT

Core Principle

As professionals we must strive to meet the highest standards of competence and commit to strengthen our competencies on a continuous basis.

Guidelines

1. Pursue educational and training opportunities in an effort to stay current within the profession.
2. Contribute to the body of knowledge, the evolution of the organization and the growth of individuals through teaching, research and dissemination of knowledge.
3. Collaborate with and support other members in carrying out ORRRC's mission.
4. Build professional reputations in an effort to enhance services provided to the public.

ETHICAL LEADERSHIP

Core Principle

ORRRC professionals are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

Guidelines

1. Be ethical; act ethically in every interaction.
2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession.
5. Serve with respect, concern, courtesy and responsiveness in carrying out ORRRC's mission.

CONFLICTS OF INTEREST

Core Principle

As ORRRC representatives, we must maintain a high level of trust with our stakeholders. We must protect the interests of our stakeholders as well as our professional integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

Guidelines

1. Avoid any activity that is in conflict with the mission of ORRRC.
2. Refrain from using your position for personal, material or financial gain or the appearance of such.
3. Refrain from giving or seeking preferential treatment in any facet of the organization.
4. Prioritize obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them, to relevant stakeholders and within ORRRC.

USE OF INFORMATION

Core Principle

ORRRC representatives consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making.

Guidelines

1. Acquire and disseminate information through ethical and responsible means.
2. Ensure only appropriate information is used in decisions affecting the membership relationship.

3. Investigate the accuracy and source of information before allowing it to be used in organizational decisions.
4. Take appropriate steps to ensure the accuracy, truthfulness and completeness of all communicated information.
5. Respect and protect any confidential or privileged information learned or accessed in the course of organizational duties.

FAIRNESS AND JUSTICE

Core Principle

As ORRRC's representatives, we are ethically responsible for promoting and fostering fairness and justice for all members and their organizations.

Guidelines

1. Respect the uniqueness and intrinsic worth of every individual.
2. Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination.
3. Assure an environment of inclusiveness and a commitment to diversity in the organizations we serve and collaborate with.
4. Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all.
5. Regardless of personal interests, support decisions made by our organizations that are both ethical and legal.
6. Adhere at all times to ORRRC's policies on *Sexual Harassment* and *Discrimination*, as detailed below.

OHIO RIVER ROAD RUNNERS CLUB (ORRRC)

Sexual Harassment Policy

ORRRC is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to enjoy the benefits of ORRRC and to participate in its meetings and activities in a professional atmosphere that prohibits sexual harassment. Therefore, ORRRC expects that all relationships among persons involved in ORRRC will be business-like and free from harassment. Trustees, members and volunteers are also expected to behave responsibly and to exercise good judgment in relationships within ORRRC, whether with trustees, members, volunteers, or members of the public with whom they come into contact in the course of official duties.

In order to keep this commitment, ORRRC maintains a strict policy of prohibiting sexual harassment. This policy applies to all trustees, members, volunteers, and participants. Anyone who violates this policy is subject to discipline up to and including the possibility of immediate discharge from ORRRC and/or exclusion at its events.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either: 1.) Submission to such conduct is made an explicit or implicit term or condition of involvement or membership; or 2.) Submission to or rejection of such conduct by an individual is used as the basis of membership decisions affecting such individual; or 3.) Such conduct has the purpose or effect of substantially interfering with an individual's performance within ORRRC or creating an intimidating, hostile, or offensive environment.

Examples of unlawful harassment include, but are not limited to: 1) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments; 2) Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures; 3) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with activities directed at an individual because of the individual's sex or other protected characteristic; 4) Threats and demands to submit to sexual requests in order to keep one's position or avoid some other loss and offers of benefits in return for sexual favors; and 5) Retaliation for having reported or threatened to report unlawful harassment.

Any trustee, member or volunteer or other person who believes he or she has been harassed by a trustee, member, volunteer, or participant of ORRRC should promptly report the facts of the incident or incidents and the names of the individual(s) involved to the President or Vice President of ORRRC. Upon receipt of a complaint, ORRRC will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations. If ORRRC determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any individual determined by ORRRC to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination from ORRRC.

Individuals will not be retaliated against for making a complaint and/or assisting in a complaint or investigation process. Further, the ORRRC will not tolerate or permit retaliation against any complainant or anyone assisting in a harassment investigation. Further, all trustees, members, volunteers and agents are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.

OHIO RIVER ROAD RUNNERS CLUB (ORRRC)
Discrimination Policy

ORRRC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, veteran or military status, in any of its activities or operations. These activities include, but are not limited to, voting of Board of Trustees, selection of members, volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members, volunteers, stakeholders, subcontractors, vendors, and the public.