

## **Employee Code of Conduct**

The provisions below come from the Association's Employee Handbook, issued December 2021, and are reprinted here so as to provide an explanation of the Association's policies with respect to these matters.

### **Code of Conduct Standards**

As a nonprofit organization at the forefront of ending Alzheimer's disease, each staff member of the Alzheimer's Association should engender and reflect the highest professional, respectful, and ethical standards. Our donors and volunteers support the Association because they trust the Association to be good stewards of their resources and to uphold rigorous standards of conduct. We are committed to creating and sustaining a diverse and inclusive workplace environment. Our continued success depends on how well we conduct ourselves and that we all work together to best serve the Mission. Therefore, these standards of conduct include:

#### **Act with Integrity**

- Maintain a professional level of courtesy, respect and objectivity in all day to day Association activities.
- Demonstrate pride for the Association, especially when wearing anything with the Association logo.
- Respect the diversity of opinions and actively listen to others' point of view.
- Promote collaboration and cooperation among all having business with the Association

#### **Demonstrate Pride, Ownership and Accountability**

- Attempt to solve problems that may disrupt the work environment by implementing an immediate remedy, de-escalating the situation, or contacting a supervisor or Human Resources before a situation gets out of control.
- Show accountability for all you are entrusted with by the Association
- Represent the Association in a professional manner as it relates to appearance and conduct

#### **Act Responsibly**

- Abide by the Association's Discrimination, Harassment & Retaliation Prevention Policy
- Abide by the Association's Conflict of Interest Policy
- Abide by the Association's Confidentiality Agreement
- Respect cultural differences

- Attempt to address issues with each other in a prompt, yet sensitive manner
- Verbalize heightened disagreements in private whenever possible
- Respond to questions and clarify information in a timely manner

## **Conflict Management**

Differing opinions may occur within the Association and are an important part of a well-functioning, dynamic environment in which people have diverse points of view. This usually is not harmful because it encourages people to work collaboratively through issues by considering alternative points of view; however, when conflict arises and is not managed effectively, it can threaten operational functioning, and a sense of safety. The Alzheimer's Association is committed to effective conflict management at all levels of the organization to ensure effectively run operations that promote the safety and wellbeing of its staff. Behavior that is perceived as intimidating, hostile, or harassing will not be tolerated and therefore subject to corrective action up to and including termination. Examples of such conduct include, but are not limited to:

- Screaming, yelling or use of expletives, obscene or offensive language
- Invasion of physical/personal space in a threatening manner, including touching
- Throwing objects
- Name-calling and using derogatory remarks toward another
- Coercion through intimidation
- Behavior that promotes harassment or discrimination on the basis of race, color, religion, sex, sexual orientation, age, physical or mental disability, marital status, citizenship, national origin or any other characteristic covered by law.
- Behavior that promotes chaos through dishonesty to include false, malicious or prejudicial remarks or other behavior intended to incite chaos.

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Our Commitment to Transparency: The Alzheimer's Association<sup>®</sup> is dedicated to the transparent sharing of financial information, as well as information about our partnerships with companies, organizations and individuals. Learn more at [alz.org/transparency](http://alz.org/transparency).

The Policies in this document are reviewed annually.