

## UPSTATE WORKFORCE BOARD CODE OF ETHICS POLICY

- A. Each member of the Upstate Workforce Board (Upstate WB) shall avoid acting as spokesperson for the entire Board unless specifically ordered to do so. Each member may uphold personal convictions in which controversial issues can be presented fairly while the dignity of each individual is maintained. Each member will support the majority decision of the Upstate WB by working with members, officers, and staff in a spirit of teamwork and cooperation.
- B. Each member agrees to abide by and follow the rules, procedures, or guidelines as adopted by the Upstate WB or set out as in its bylaws.
- C. Each member recognizes the Upstate WB's delegation of authority to the Executive Director, and therefore, works toward confining Upstate WB actions to policy determination, planning, fiscal planning, and oversight.
- D. Upstate WB shall respect the professional and personal dignity of the staff and shall not engage in inappropriate behavior (bias based on race, religion, sex, age, national origin, or disability) with the staff.
- E. Each member is responsible for disclosing any actual or apparent conflict of interest relating to a specific policy or action that is being discussed. The Upstate WB minutes will record this disclosure. The member will thereafter not participate in further discussion of the topic, unless specifically asked by the chair of the meeting, and the member will not vote on the matter under consideration.
- F. The interests of all people served by the Upstate are to be served by members and staff, not favoring personal or special interests inside or outside the organization. Members and staff cannot benefit directly or indirectly from any contracts or services provided to the Board, unless the potential benefit is fully disclosed and the member abstains from voting. Failure to do so may result in termination from the Upstate WB.
- G. To accomplish the goals and objectives of the Upstate WB, each member will attend meetings regularly, keep informed of workforce development and related issues, and be responsive to meeting new challenges in a changing environment. The need for a strong, active board requires that a member who is unable to fulfill his/her responsibility resigns from the Upstate WB

Upstate WB Board Member or Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FE: This form should be signed during new Board member orientation.