

## Code of Conduct for the Interest Group Leadership Team Members of the Association of Metropolitan Planning Organizations

As a 501(c) 4 not-for-profit corporation incorporated in the District of Columbia, the Association of Metropolitan Planning Organizations (AMPO) is committed to maintaining the highest standard of conduct. As such, Leadership Team members of the various Interest Groups are expected to adhere to the following Code of Conduct.

### *Bylaws & Policies*

- Members are expected to be aware of, and fully abide by, the bylaws, rules, and regulations of AMPO and the adopted policies of the corporation.
- Members are expected to respect and support the process and duly made decisions of the AMPO Board of Directors.
- Members are expected to work diligently to ensure that their Interest Groups perform their roles for the Board of Directors and general membership.

### *Informed Participation*

- Members are expected to make every effort to attend all meetings of their respective Leadership Team.
- Members are expected to keep well informed of all matters that come before their Leadership Team.

### *Conflict of Interest, Representation & Confidentiality*

- Members are expected to represent the best interests of the corporation at all times and to declare any and all duality of interests or conflicts of interests, material or otherwise, that may impede or be perceived as impeding the capacity to act in the good faith on behalf of the best interests of the corporation.
- Members will not seek nor accept, directly or indirectly, any financial advantage or gain that may be offered because of or as a result of the member's affiliation with AMPO.
- Members will not use or otherwise relate one's affiliation with the Interest Group Leadership Team or corporation to independently promote or endorse political candidates or parties for the purpose of election. This does not preclude a member from noting his/her Leadership Team role in a resume, biographical summary, or campaign literature.

### *Committee Relations and Personal Behavior*

- Members are expected to respect the work and recommendations of fellow Leadership Team members, AMPO members, staff and other meeting participants and to promote collaboration and partnership among all members.
- Members are expected to maintain open communication and an effective partnership with their fellow members and with staff.
- Members are expected to exhibit the highest standards of personal, legal and ethical behavior during their service.

### *Staff Relations*

- Members will recognize that the Executive Director is the chief executive officer of the corporation with the sole responsibility for the day-to-day management of the organization, including the assignment of personnel to carry out the work of the corporation.
- Members are expected to conduct themselves in a manner that does not interfere with the duties or authority of employees of the Association.
- In their actions toward employees of the Association, members are expected to act in a manner that contributes to a positive and professional work environment. In dealing with employees of the Association, or in public when representing the Association, members must never:
  1. use offensive language.
  2. suggest or engage in inappropriate behavior.
  3. behave in an abusive or discriminatory manner.

### *Sexual Harassment*

- AMPO does not tolerate any form or degree of harassment, including sexual harassment. It is the organization's intention to prevent harassment, and to promptly respond to any reports of sexual harassment.
- Sexual harassment encompasses unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- Examples of prohibited conduct include, but are not limited to, advances or propositions, comments about a person's body, jokes of a sexual nature, sexually suggestive remarks, inappropriate touching, or displays of a sexually suggestive nature.
- Any instance of sexual harassment should be reported to the AMPO Executive Director. The report may but need not be stated in writing. If for any reason the Leadership Team member is not comfortable making the report to the Executive Director, they should instead make the report to another executive of the Organization such as the president of the board or member of the board.