

## **PHENOM Code of Business Conduct and Ethics**

**As Amended and Adopted by Delegate Assembly April 15, 2010**

One of PHENOM's most valuable assets is its integrity as an organization which allows the organization to work across all sectors of the higher education community. Protecting this asset is the job of everyone affiliated with PHENOM. To that end, the Board of Directors has established a Code of Business Conduct and Ethics. The Code applies to every officer, director and employee. The Code is designed to help maintain the highest standards of ethical conduct. The Code sets out basic principles and a methodology to help guide Officers, Directors and Employees in the attainment of this common goal.

PHENOM's Membership endorses the following standards of conduct for members of the Board of Directors and Staff:

1. To identify and disclose any actual or potential conflicts of interest and to act at all times for the general public good, regardless of personal friendships, relations, or interests.
2. To keep well-informed on board-related issues, and to attend and participate actively in meetings of the Board and its committees.
3. To treat others in the organization with courtesy and respect, even when critical of their statements or performance.
4. To encourage and engage in open and honest discussion in making board decisions, to respect differences of opinion, and to keep an open mind until everyone has been heard from.
5. To respect the Board's collective decision process, and to accurately report and explain Board votes and policies.
6. To carefully avoid the assertion of Board authority or preference as an individual Director or in concert with other Directors, other than at official Board meetings or as a result of official Board actions.
7. To respect the authority and responsibilities of other people within the organization, empowering them to work without interference within the limits of Board policy.
8. To be scrupulous in requesting only authorized, legitimate reimbursement of organization-related expenses.