

**St. Helens Alano Club  
Policy**

**Policy:** 7  
**Date:** 02/01/2008  
**Approved:** 02/20/2008

**Standards of Ethical Conduct**

**7.1 Purpose**

The St Helen's Alano Club's mission requires a shared commitment to the core values of the Club as well as a commitment to the ethical conduct of Club activities. In that spirit, the Standards of Ethical Conduct is a statement of our belief in ethical, legal and professional behavior in all of our dealings for the St. Helens Alano Club, Inc.

**7.2 Applicability**

These Standards of Ethical Conduct apply to all members of the St. Helens Alano Club, Inc. including the Board of Directors and volunteers of the St. Helens Alano Club, Inc.

**1. Fair Dealing**

Members of the St. Helens Alano Club, Inc. are expected to conduct themselves ethically, honestly and with integrity in all dealings. This means principles of fairness, good faith and respect consistent with laws, regulations and club policies govern our conduct with others both inside and outside the recovery community. No unlawful practice or practice at odds with the Standards of Ethical Conduct can be justified on the basis of customary practice, expediency, or "achieving" a higher purpose.

**2. Individual Responsibility and Accountability**

Members of the St. Helens Alano Club, Inc. are expected to exercise responsibility appropriate with their position and delegated authority. They are responsible to each other, the St. Helens Alano Club, Inc. and other members for their actions and their decisions not to act. Each individual is expected to conduct themselves in accordance with the core values of the St. Helens Alano Club, Inc. (Twelve Traditions) and the Standards of Ethical Conduct, exercising sound judgement and serving the best interests of the organization and the recovery community.

**3. Respect for Others**

The St. Helens Alano Club, Inc. is committed to the principle of treating each community member with respect and dignity. The Club prohibits discrimination and harassment and provides equal opportunities for all community members regardless of race, color, national origin, sex, age or other protected status.

**4. Compliance with Applicable Laws and Regulations**

The St. Helens Alano Club, Inc. will comply with all legal demands on it as an organization. It will strive to ensure that any and all regulatory demands whether federal, state or local are met with speed and total commitment of all members of the organization.

**5. Compliance with St. Helens Alano Club, Inc. Policies and Operational Guidelines**

St. Helens Alano Club, Inc. policies and operational guidelines are designed to inform our everyday responsibility, to set minimum standards and to give Club members notice of expectations. Members of the Club are expected to transact all club business in conformance with the policies and guidelines and accordingly have an obligation to be familiar with those that bear on their area of responsibility. Each member is expected to seek clarification on policies, guidelines or other directives that are found to be unclear, outdated or at odds with Club objectives. It is not acceptable to ignore or disobey policies or guidelines if one is not in agreement with them or to avoid compliance by seeking loopholes.

**6. Conflicts of Interest or Commitment**

Board Members and representatives of the St. Helens Alano Club, Inc. are expected to act solely on the behalf of the Club when representing the Club within the organization, the recovery community or the community at large. They are expected to comply with core values of the Club, its policies and operational guidelines when acting in any manner as the representative of the St. Helens Alano Club, Inc. Any member participating in Club business in which there exists a personal financial interest, potential or actual receipt of benefits, or any personal benefit that is or can be perceived as a conflict of interest are expected to disclose them to the Board of Directors as soon as they become known to the individual. If the issue is unclear, it should be brought to the Board of Directors before any other action takes place.

## **7. Records and Confidentiality**

The records of the St. Helens Alano Club, Inc. are confidential. No board member, volunteer or member of the Club may disclose any information without the permission of the Board of Directors and the member themselves. While the club is committed to anonymity, it is not immune from legal requirements. Where the Club is unable to maintain a person's anonymity, it will, wherever possible, disclose that information to the individual involved as soon as possible.

## **8. Internal Controls**

Internal controls are the processes employed to help ensure the Club's business is carried out in accordance with these Standards, Club policies and guidelines, applicable laws and regulations, accurate financial reporting, protection of assets and responsible fiscal management. Any individual entrusted with funds is responsible for ensuring that adequate controls exist over the use and accountability of such funds.

## **9. Use of Club Resources**

St. Helens Alano Club, Inc. resources may only be used for activities on behalf of the club. They may not be used for personal gain or personal purposes except in limited circumstances permitted by existing policy where incidental use does not interfere with club operations. Members are expected to treat Club property with care and respect. Resources may include but not be limited to, Cash or other receivables, club personal property, facilities, the Club name, or club records including membership lists.

## **10. Financial Reporting**

All St. Helens Alano Club, Inc. accounting and financial records, tax reports, expense reports and other documents submitted to government agencies must be accurate, clear and complete. All published financial reports will make full, fair, accurate, timely and understandable disclosures as required under generally accepted accounting principles for government agencies, bond agencies or other requirements. The person with responsibility for preparation of financial statements and disclosures, or elements thereof or others with legal responsibility for reporting clarity and accuracy may be required to sign in support of the accuracy and truthfulness of the statements.

## **11. Reporting Violations and Protection from Retaliation**

Members of the St. Helens Alano Club, Inc. are strongly encouraged to report all known or suspected improper violations of club policy, guideline or improper governmental activities. Managers or Board Members are required to report

allegations when presented to them and to report improper governmental activities that come to their attention during the course of their duties. All reporting parties will be protected from retaliation for making such a report.