

The Calyx Foundation's Code of Conduct

CALYX FOUNDATION | BELLINGHAM, WASHINGTON
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I. Purpose and Guiding Principles

The Calyx Foundation is committed to advancing access to healthcare, workforce opportunity, and stable housing with integrity, dignity, and accountability. This Code of Conduct establishes the standards of behavior expected of all individuals associated with the Foundation, including:

- Board members
- Employees
- Contractors and consultants
- Volunteers
- Committee members
- Fellows and scholarship recipients
- Partners acting on behalf of Calyx

This Code reflects our core values:

- Dignity and respect for every person
- Equity and fairness
- Transparency and accountability
- Professionalism and integrity
- Stewardship of resources
- Community collaboration

All individuals affiliated with Calyx are expected to uphold both the letter and spirit of this Code.

II. Respectful Conduct

Calyx fosters a safe, welcoming, and inclusive environment.

All participants shall:

- Treat others with courtesy and professionalism
- Respect cultural, racial, gender, religious, and socioeconomic differences
- Listen actively and communicate respectfully
- Avoid language or behavior that is demeaning, discriminatory, or hostile

Harassment, discrimination, bullying, intimidation, or retaliation will not be tolerated under any circumstances.

III. Non-Discrimination and Equal Opportunity

Calyx prohibits discrimination based on:

- Race
- Color
- National origin
- Religion
- Sex
- Gender identity or expression
- Sexual orientation
- Disability
- Age
- Veteran status
- Marital status
- Income status
- Criminal history

This applies to:

- Hiring and employment practices
- Volunteer engagement
- Board service
- Fellowship and scholarship awards
- Service delivery
- Vendor selection

All decisions must be made fairly and in compliance with applicable federal and Washington State laws.

IV. Professional Integrity

All individuals associated with Calyx shall:

- Act honestly and ethically
- Avoid conflicts of interest
- Disclose potential conflicts promptly
- Protect confidential information
- Refrain from personal gain through organizational resources

Financial records, reporting, and documentation must be accurate and truthful.

V. Confidentiality

Many individuals served by Calyx may share sensitive personal information. All staff, board members, volunteers, and partners must:

- Protect private information
- Share information only on a need-to-know basis
- Follow applicable privacy laws
- Secure digital and physical records

Confidential information includes medical information, housing status, financial details, and any personal data.

VI. Financial Stewardship

Calyx is entrusted with public and private funds.

All affiliated individuals must:

- Use funds only for authorized purposes
- Follow internal financial controls
- Avoid misuse of property or resources
- Report suspected fraud or misuse immediately

The Foundation maintains strict financial accountability standards.

VII. Conflict of Interest

Individuals must avoid situations where personal interests conflict with the interests of the Foundation.

Examples include:

- Personal relationships influencing hiring decisions
- Accepting gifts that influence decision-making

All conflicts must be disclosed in writing to leadership or the Board.

VIII. Safe and Professional Environment

Calyx maintains a drug-free and violence-free environment.

Prohibited conduct includes:

- Physical threats or violence
- Possession of illegal substances on premises
- Impairment while representing Calyx
- Destruction of property

Safety procedures must be followed during events, outreach, and facility operations.

IX. Social Media and Public Representation

When representing Calyx publicly:

- Speak accurately and responsibly
- Do not disclose confidential information
- Avoid inflammatory or divisive content
- Clarify when speaking in a personal capacity

Only authorized representatives may issue official public statements.

X. Workplace Expectations

Employees and volunteers are expected to:

- Arrive prepared and on time
- Perform assigned duties competently
- Maintain professional boundaries
- Follow established policies and procedures
- Participate in required training

Supervisors are responsible for modeling ethical behavior.

XI. Protection Against Retaliation

Calyx prohibits retaliation against any individual who:

- Reports misconduct
- Participates in an investigation
- Raises concerns in good faith

Reports may be made to:

- Executive Director
- Board Chair
- Designated Compliance Officer
- Through confidential reporting channels

XII. Reporting Violations

Concerns about violations of this Code should be reported promptly.

Reports may include:

- Ethical misconduct
- Financial irregularities
- Harassment or discrimination
- Safety concerns

Reports will be:

- Taken seriously
- Investigated promptly
- Handled confidentially to the extent possible

XIII. Enforcement

Violations of this Code may result in:

- Counseling or retraining
- Written warnings
- Suspension
- Termination of employment or service
- Removal from board or committee
- Referral to appropriate authorities

Disciplinary action will be proportional to the severity of the violation.

XIV. Commitment to Continuous Improvement

Calyx is committed to:

- Regular policy review
- Ongoing ethics training
- Transparent governance
- Continuous improvement

This Code will be reviewed annually by the Board of Directors.

XV. Acknowledgment

All board members, employees, volunteers, and affiliated individuals must sign an acknowledgment confirming that they:

- Have read and understood this Code
- Agree to comply with its standards
- Understand the consequences of violations

Closing Statement

The Calyx Foundation exists to expand opportunity, dignity, and stability for individuals and families. Our credibility, effectiveness, and long-term success depend on maintaining the highest ethical standards.

We commit ourselves to acting with integrity, compassion, and accountability in all that we do.