NASHUA RIVER WATERSHED ASSOCIATION
CODE OF CONDUCT POLICY

1. Purpose

The Nashua River Watershed Association operates in all ways and at all times with the highest standards of integrity and professional conduct.

The Code of Conduct Policy was adopted by the Board of Directors on January 22, 2009.

2. Definitions

Responsible Persons are any persons serving as employees or as officers or members of the Board of Directors of NRWA.

Assets of the Association include but are not limited to employees, proprietary information, financial resources, lands, buildings and equipment.

3. Professional Conduct

Responsible Persons:

a. Conduct Association operations in an ethical and constructive fashion.

b. Demonstrate courtesy, respect, honesty and fairness with donors, clients, suppliers, competitors, employees, partners, associates and other Responsible Persons in all interactions.

c. Comply with laws, regulations, grant requirements, contracts, and policies applicable to the Association.

d. Promptly investigate and work to resolve health, safety, legal or security violations, or potential violations of the Code of Conduct or Conflict of Interest policies.

e. Are environmentally conscious in conserving natural resources.
4. Protecting the Association’s Reputation

Responsible Persons:

a. Will engage in all activities in a manner that promotes the mission of the Association.
b. Strive to provide the highest quality of services, working for constant improvement of
   quality in all areas.
c. Avoid, while on Association business, any activity that is or gives the appearance of
   being unhealthy, unsafe, illegal, immoral or in other ways potentially harmful to the
   Association.
d. Avoid activities that conflict with or impair the performance of their duties.
e. Refrain from providing false or misleading information about the Association and its
   affairs to any party.
f. Will not officially represent the Association’s position on any matter unless expressly
   authorized to do so.

5. Protecting the Association’s Assets

Responsible Persons:

a. Protect and use assets of the Association in fair and responsible ways.
b. Recognize that employees are the Association’s most valuable asset, and strive to create a
   constructive, empowering and fulfilling work life, and a working environment that is safe
   and productive.
c. Maintain confidentiality of all records in their care and possession including information
   about: donors, clients, vendors, employees, and other Responsible Persons.

I agree to abide by the NRWA Code of Conduct:

Name: _______________________________

Signature: ___________________________

Date: _______________________________

To be signed by all employees, officers, and members of the Board of Directors.

NRWA “Code of Conduct” Policy as Adopted 1-22-09. Two Pages Total. 2