



- Know Agenda Know Agenda Foundation -
Public Service Management: Fiscal Sponsorship | Program Incubation | Grant & Donor Facilitation

Employee Code of Conduct Policy

General

To ensure orderly operations and provide an appropriate work environment, Know Agenda Foundation (KAF) expects staff, consultants, fiscal sponsorship staff to follow certain rules of conduct. In general, staff, board members, consultants, fiscal sponsorship staff and volunteers must avoid any kind of action or behavior which would impair KAF's operations or reflect adversely upon Know Agenda Foundation or its programming and activities.

Minimum Standards of Conduct

While it is not possible to list all of the various forms of behavior that are considered unacceptable in the workplace, the minimum standards of conduct include the following:

1. Staff and contractors are expected to be familiar with the various Governance Policies & Procedures Documents of the Know Agenda Foundation; these are listed separately on KAF's website and are coalited in the Staff and Contractor Manual.
2. Staff and contractors are expected to maintain a clean, professional appearance and dress appropriately to their position.
3. Work and public areas within any KAF property or KAF sponsored event should be kept neat and clean whenever possible.
4. Staff and contractors are expected to exhibit concern for the Know Agenda Foundation's assets.
5. Staff and contractors must not threaten the rights and safety of others, verbally or physically.
6. Staff and contractors may not carry weapons while on KAF sanctioned property or public events; the sole exception to this rule is if staff or contractor is working virtually from home or personal office and they have the legal right to carry such weapon in that particular property.
7. Staff and contractors are prohibited from stealing or misusing organizational funds or property or the funds or property of others or incurring unauthorized expenditures.
8. Staff and contractors may not use language or engage in actions which are inappropriate to the workplace or which create a racially, sexually, or otherwise harassing environment in violation of the Know Agenda Foundation's *Harassment Prevention and Protection Policy*.
9. Staff and contractors are prohibited from reporting to work either in person or virtually under the influence of alcoholic beverages or controlled or illegal drugs or possessing or distributing such

items on the Know Agenda Foundation property or otherwise violating the Know Agenda Foundation's Drug and Alcohol Use policy.

10. Staff and contractors are prohibited from falsifying organization records, such as grant applications, budgets, expense reports, etc., or from falsifying or misrepresenting personal information such as education, training, or experience.
11. Staff and contractors are prohibited from violating safety rules or endangering the safety of themselves or co-workers.
12. Staff and contractors may not be absent or late excessively, or without proper notice or excuse.
13. Staff and contractors should limit handling of personal matters during business hours.
14. Staff and contractors may not release organizational information, during or after employment, without authorization.
15. Staff and contractors are prohibited from interfering with other staff and contractors' ability to perform their job responsibilities.
16. Staff and contractors are prohibited from being insubordinate or refusing to follow the reasonable instructions of supervisors.
17. Staff and contractors are prohibited from using their employment position to further their personal interests.
18. Staff and contractors should use Know Agenda Foundation property only for work-related purposes and may not remove Know Agenda Foundation property from the office without permission from the supervisor.

In addition, staff and contractors are prohibited from engaging in any other conduct not set forth above that could be detrimental to the operations of Know Agenda Foundation.