



## Berlin Memorial Elementary School (BMS) LINK, Inc. Code of Conduct

LINK, Inc. believes that participation in the parent-teacher organization is an important and integral part of the total school program.

It is our belief that the core ingredients of character should be displayed when interacting with faculty and students via these core ethical values: trust, respect, responsibility, fairness, caring, teamwork, and hard work.

Finally, we believe that sincere and good faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of the dynamic relationships with our staff and students.

LINK, Inc. Volunteers have an expectation to treat others with dignity and respect. As members of LINK, Inc. our behavior is reflective on LINK and our school community.

LINK, Inc. Volunteers shall not take advantage of their relationship with staff or students for personal advantage.

LINK, Inc. Volunteers will actively promote the good health and well being of staff and students.

LINK, Inc. Volunteers are to be fair and will not show preferential treatment in their volunteer roles.

LINK, Inc. Volunteers will be faithful to the educational and character-development goals of the school and assure that these objectives are not compromised by agreeing to live by the BMS LINK, Inc. mission statement.

LINK, Inc. Volunteers shall not in the performance of their duties by words or conduct demonstrate prejudice or bias based on race, sex, religion, age, disability, national origin, or sexual orientation, and will not allow members of their committee or those under their influence to do so.

Committees: It is imperative that volunteers realize that committee meetings are where details of a particular effort are discussed. This can take place in face-to-face meetings or group emails. Each member of the committee should be given the opportunity to express their point and advocate for their position. However, once everyone has spoken and a vote is made, the committee will move forward with the majority opinion.

If you feel a program you are involved with is not honoring to this Code, it is important for you to address your grievances with the LINK, Inc. Executive Board and be willing to meet to reconcile the differences. If reconciliation is unattainable, then one solution may be that those involved are asked to step off of the program. In no way will disruptive behavior be tolerated.

Board Meetings: These monthly meetings are held to review and approve minutes, review the financials, hear guest speakers, address new and old business, and hear committee updates from the various chairpeople or their representative. It is not the place to discuss grievances. Members will be called out of order if their comments and input is contrary to what is on the agenda and the meeting will continue as scheduled.

LINK, Inc. Email Account: Any member having access to the LINK, Inc. gmail account must respect the privacy of the correspondence therein. Please only read the emails that are addressed to you, particularly when those emails have been moved to the folder of a particular committee. Under no circumstances is rude and uncooperative behavior acceptable in LINK, Inc. dealings whether with fellow LINK, Inc. members or school staff. Reports from school staff, students, or other volunteers may result in losing the privilege of serving on a committee and attending meetings.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_