

KWH POLICY

Code of Conduct and Ethics

Clear standards for safe, respectful and accountable community service

Version	1.0
Effective date	July 2026
Policy owner	Executive Director / Board of Directors
Review cycle	Annual, or earlier when laws or operations change

Applies to KWH directors, officers, employees, volunteers, contractors, students, interns, program participants, partners and visitors, as relevant to their role.

1. Our standard

People acting for or participating in KWH are expected to protect dignity, safety, trust and community benefit. Authority, information, funds, relationships and KWH's name must be used responsibly and only for legitimate organizational purposes.

2. Expected conduct

- Treat people fairly, respectfully and without discrimination, harassment, exploitation or retaliation.
- Maintain professional boundaries and never use a KWH role to seek an improper personal, financial, romantic or sexual benefit.
- Protect confidential and personal information and discuss sensitive matters only with authorized people who need to know.
- Be honest in records, reports, credentials, expenses, outcomes, fundraising and public statements.
- Use KWH funds, equipment, systems, intellectual property and opportunities carefully and for authorized purposes.
- Disclose conflicts of interest promptly and follow any recusal or management direction.
- Follow safeguarding, accessibility, health and safety, privacy and financial-control requirements.
- Communicate responsibly online and make clear when personal views are not KWH positions.
- Report suspected harm, fraud, abuse, serious policy violations or unlawful conduct promptly.

3. Unacceptable conduct

KWH does not tolerate abuse, neglect, exploitation, harassment, violence, threats, theft, fraud, bribery, falsification, discrimination, retaliation, intoxication that creates risk, misuse of confidential information,

misuse of organizational property, or conduct that seriously undermines participant safety or public trust.

4. Gifts and benefits

Gifts, hospitality or benefits must never influence, or appear to influence, an organizational decision. Cash or cash-equivalent gifts may not be accepted personally. Any significant or repeated gift must be disclosed to a supervisor or the Executive Director, who may require it to be declined, returned, shared with the organization or otherwise managed.

5. Reporting and accountability

Questions or concerns may be raised with a supervisor, program lead, the Executive Director, a Board representative or info@konnektingwithhumanity.com. Reports will be handled as confidentially as reasonably possible. Breaches may lead to education, restrictions, discipline, removal, termination, restitution, contract action or referral to an appropriate authority.

6. Acknowledgement

Workers, volunteers, contractors and leaders may be required to confirm that they have read, understood and will follow this Code. Compliance with this Code is a continuing condition of acting on behalf of KWH.