

NAIGC Internal Code of Ethics

Version 1.2 / Last Amended 10/1/2025

- I. Purpose: It is the intent of NAIGC to strive for the highest ethical conduct from all Board Members, Officers, Staff, and Volunteers. The NAIGC is particularly sensitive to individuals who hold leadership and governance positions of trust and confidence in fulfilling the mission and goals of the organization. All NAIGC Board Members, Officers, Staff, and Volunteers are required to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.
- II. NAIGC Board Members, Officers, Staff, and Volunteers will do the following:
 - A. Recognize that the chief function of NAIGC at all times is to uphold the organization's mission.
 - B. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
 - C. Respect the structure and responsibilities of the NAIGC and the Board, and provide the Board and leadership with facts and advice as a basis for their making policy decisions, and uphold and implement policies.
 - D. Keep the NAIGC membership informed about issues affecting it.
 - E. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
 - F. Exercise whatever discretionary authority they have within the confines of the law to carry out their mission.
 - G. Serve with respect, concern, courtesy, and responsiveness in carrying out the NAIGC's mission.
 - H. Demonstrate the highest standards of personal integrity and fortitude in all their activities in order to inspire confidence and trust.
 - I. Avoid any interest or activity that is in conflict with the conduct of their official duties.
 - J. Respect and protect privileged information.
 - K. Strive for excellence and encourage the professional development of others.
 - L. All social media interactions must reflect respect, professionalism, and integrity. Individuals must refrain from posting, sharing, or endorsing content that is discriminatory, harassing, or offensive toward any individual or group.
 - M. NAIGC Board members will uphold their fiduciary duties of care, obedience, and loyalty to the organization.
- III. In support of NAIGC's standards, each Board Member, Officer, Staff, and Volunteer WILL NOT:
 - A. Deceive, defraud, or mislead NAIGC Board Members, Officers, Staff, Volunteers, Vendors, or other associates, or those with whom NAIGC has business or other relationships.
 - B. Misrepresent NAIGC in any negotiations, dealings, contracts, or agreements.

- C. Divulge or release any information of a proprietary nature relating to NAIGC's plans, mission, or operational databases without appropriate approval.
 - D. Obtain a personal advantage or benefit due to relationships established by any Board Member, Officer, Staff, or Volunteer by use of the NAIGC's name.
 - E. Accept individual gifts in violation of the Gift Acceptance Policy in connection with the Board Member's, Officer's, Staff's, or Volunteer's relationship with the NAIGC.
 - F.
 - G. Engage in unethical business practices of any type.
 - H. Use NAIGC property, financial resources, or services of NAIGC personnel for personal benefit.
 - I. Publicly criticize the organization or its partners, sponsors, or affiliates
- IV. Infractions of this Code of Ethics are to be reported directly to the Director of Operations or their designee. This person shall, in their determination, bring the infraction to the Board. If the Director of Operations has a conflict of interest in the matter, the infraction shall be reported to the President. If both the President and Director of Operations have conflicts of interest, reach out to the remaining members of the Board.
- V. This document may be amended by the NAIGC Board.