

Code of Ethics Form

for Board Members, Employees, Contract Workers and Volunteers

Revised May, 2015

It is expected that all representatives of The Albuquerque Council for International Visitors dba Global Ties ABQ (Global Ties ABQ) will act with honesty, integrity and openness in all their dealings on behalf of GLOBAL TIES ABQ. GLOBAL TIES ABQ promotes a working environment that values respect for the individual, teamwork, fairness and integrity.

No unauthorized member of GLOBAL TIES ABQ shall represent themselves as a decision making official of GLOBAL TIES ABQ with existing or potential vendors.

No member of GLOBAL TIES ABQ shall renegotiate or attempt to renegotiate an existing contract, whether it be for hotel or transportation or other subject. The Program Manager or designated staff member in charge is the single point of contact with the contractor. If a change is needed or requested by the National Programming Agency, visitors, or suppliers/vendors, the Program Manager or designated staff member in charge must be notified immediately and she/he should have the necessary dialogue with the contractor. If the Program Manager or designated staff member is unavailable or cannot be reached, the President of the Board should be immediately contacted.

GLOBAL TIES ABQ officers, directors, employees, interns, volunteers or agents ("GLOBAL TIES ABQ affiliates") shall neither solicit nor accept personal gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of \$25, from GLOBAL TIES ABQ suppliers or prospective suppliers. Cash or in-kind gifts to the GLOBAL TIES ABQ organization are permissible.

The Program Manager or designated staff member in charge, is the single focal point for all communication with partners in Washington DC and no member should contact them directly unless as a programmer and as delegated by the Program Manger or designated staff member in charge.

Members of the Board of Directors are representatives of the organization and as such should maintain a positive perspective about GLOBAL TIES ABQ. A board member should not be sharing board confidential business decisions with others. If a board member has concerns with the board, the Program Manager or other staff member, it should be raised directly with them for resolution. The Board's loyalty must be to the Organization it serves. If the Board member still has concerns then an avenue for redress should be determined, in conjunction with the President, one board member and at least one non-board member appointed by the Executive Board.

If any representative has reason to believe that an individual or individuals have violated this code, they should contact the President of the Board as the Whistleblower Compliance Officer as specified in the GLOBAL TIES ABQ Personnel Policies document for adjudication. The president will chair a committee of three people, made up of one board member and one non-board member to review the allegation. If the President is the subject, the Vice President should be informed and chair the committee. The President, acting as Compliance Officer, should report to the Executive Board and the Treasurer as specified in the Personnel Policies document.