

Purpose

This policy is intended for use by all staff, volunteers, parents, and caretakers.

The Girl Scout Law

I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

Introduction

As the premier leadership development organization for girls, it is Girl Scouts of Kentuckiana policy to uphold the highest legal, ethical, and moral standards as a model for these girls. Our donors and volunteers support Girl Scouts because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Scope of Coverage

Membership in Girl Scouts of Kentuckiana is a privilege that is extended to volunteers and staff by Girl Scouts of Kentuckiana. It is expected that all members exhibit behavior that is in accordance with the Girl Scout Promise and Law at all times when representing Girl Scouts of Kentuckiana. This includes all times when the member can be physically identified as a member or by way of communications that identify the member as a member.

Girl Scouts of Kentuckiana will comply with all applicable laws and regulations and expects its directors, officers, committee members, volunteers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect.

In general, the use of good judgment based on high ethical principles will guide all board members, staff, and volunteers with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of Girl Scouts of Kentuckiana.

Employees should contact their immediate supervisor and, if necessary, the Chief People Officer, Anita Bullitt (abullitt@gskentuckiana.org or 502-413-2851). Board members should raise any such concerns with the Board Chair of Girl Scouts of Kentuckiana. Area

Chairs and Vice Chairs should raise any concerns with the Field Vice Board Chair of Girl Scouts of Kentuckiana. Information on how to contact the Board Chair or Field Vice Board Chair may be obtained by contacting the Chief People Officer.

Volunteers should address operational concerns at the lowest level of volunteer structure following the Girl Scouts of Kentuckiana Volunteer Conflict Process as described at: <https://bit.ly/gskvolconflict>.

Reporting and Investigations of Violations

Any violation of this policy should be reported through proper channels or directly to the CEO. If the violation of this policy involves the CEO, reports should be reported directly to the Board Chair. If one is unsure whether the action is a violation of the policy, one should err on the side of reporting to ensure the situation is considered. In all questions involving ethics and conduct, the appropriate conflict resolution process will be followed, except that any individual whose conduct is at issue will not participate in such decisions. To document a violation, complete a Support Request Form, available at: <https://bit.ly/gsksupport>.

Investigations may be required concerning issues arising under the Code of Conduct. Cooperation in any such investigation is expected. Failure to cooperate in an investigation under this policy will be considered a violation of the policy.

A staff member who presents a complaint that is considered a violation of their rights, will be encouraged to utilize the Staff Conflict Resolution Process as described at: <https://bit.ly/gskconflictres>. If a member, volunteer, parent, guardian, or staff refuses to participate in the applicable steps of the conflict resolution process, this will be documented. A complainant may attempt to resolve a complaint by speaking directly with the involved staff members. The complainant may also request to have an advocate present.

If the complaint is not successfully resolved, the employee complainant may then submit their complaint in writing to the supervisor of the other party.