



The Monterey Bay Holistic Alliance

"Your Health and Wellness Friends"

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MBHA Employee and Volunteer Code of Conduct

As a MBHA employee or volunteer, I shall do my utmost to ensure that the MBHA performs its mission and achieves its goals as a health and wellness educational nonprofit organization. As an employee or volunteer I agree to:

- Act with honesty and integrity and represent the highest ethical, spiritual, and intellectual values
- Not use alcohol, tobacco, or any other addictive recreational drugs that interfere with the ability of me as an employee or volunteer to make healthy decisions and alter my state of consciousness in a negative manner
- Not engage in unhealthy lifestyles that go against the image of the MBHA, as a holistic health educational nonprofit organization
- Support in a positive and gracious manner all reasonable requests made by the Executive Director, as my supervisor or employer
- Remember that as a MBHA volunteer or employee I have the right to seek changes through ethical and constructive channels, through the grievance procedure, and by making suggestions in our suggestion box or submitting a suggestion form to the Executive Director and work cooperatively within those channels, if I have a new and innovative suggestion or see something that is not appropriate or I disagree with that needs to change.
- Know that I have rights outlined within the MBHA "Fair and Equal Treatment" statement and should be provided with this information and will abide and adhere to this as stated therein.
- Not speak with superiority, vanity, deceit, victimization, shame, or criticize the actions of others. Never to blame others for wrongdoings, quarrel, fight, humiliate, or inflict injury upon anyone in the community or anyone within the structure of MBHA
- At all times be courteous and gracious when dealing with the public, remembering that I as an employee or volunteer represent the high values of MBHA, and will always be considerate with other fellow administrators, committee members, board members, staff and volunteers, showing great compassion and joy in service, treating others with the utmost respect, tolerance, forgiveness and kindness outside while working within the confines of MBHA or outside of MBHA
- Not engage in activities or communications outside of MBHA, with the intention of separating the MBHA affiliated staff, volunteers or board members through idle gossip, but instead to speak directly to those concerned without intention to humiliate or degrade others, and to focus on building a team and fostering cooperation

MBHA Employee and Volunteer Code of Conduct (continued)

- Participate in staff and volunteer self-evaluation programs, staff and volunteer development workshops, seminars, and other personal educational events, and/or health education events that enhance my skills as an MBHA employee or volunteer
- Keep confidential information confidential
- Exercise my rights and authority as a volunteer or employee only when working at MBHA as described in MBHA policy, or as I am delegated within my job description.
- Never express concerns or file complaints targeting other staff members or volunteers in front of everyone at a staff or volunteer meeting. If possible, speak to the person directly, and if not possible, handle this situation properly and confidentially according to MBHA policy by filing a grievance with the Executive Director
- Work with and respect the opinions of my peers, and leave my personal prejudices out of all discussions
- Always act for the good of the organization and represent the interests of all people served by the MBHA organization
- Display courteous conduct during all staff and volunteer meetings
- Refrain from intruding on administrative issues that are the responsibility of management or the Executive Director
- Avoid acting in a way that represents a conflict of interest between my position as employee or volunteer, and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict and refrain from participating on matters in which I have conflict. If my position is questioned as to issues of conflict of interest, I will adhere to MBHA procedures and policies
- Always abide by all MBHA policies and operating procedures.