



**COPD Foundation**  
**Code of Ethics and Conduct**

COPDF employees and contractors will observe and promote the highest standards of ethical conduct, respecting and honoring the views of others in the performance of their duties. They accept this Code as a minimum guideline and shall:

**Accountability**

1. Faithfully abide by the Articles of Incorporation, Bylaws and policies of the organization.
2. Exercise care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information of fact that would have significance in COPDF decision-making.
4. Exercise prudent fiscal management and fiduciary accountability as they relate to the organization.

**Personal Gain**

1. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
2. Exercise the powers invested for the good of all members of the organization rather than for their personal benefit, or that of other organizations with which they are connected.

**Equal Opportunity**

1. Ensure the right of all constituents to appropriate and effective services without discrimination.
2. Ensure the organization's staff, contractors and volunteer make-up involves no discrimination in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

**Confidential Information**

1. Respect the confidentiality of sensitive information known in the course of service to the COPDF.
2. Decline to speak officially on behalf of the organization unless authorized to do so.

**Collaboration and Cooperation**

1. Maintain a level of courtesy, respect, and objectivity in all of the organization's activities, respecting the views of fellow team members, and the organization's community.
2. Listen carefully to the diversity of opinions expressed or acted upon by the leadership team, Board committees and membership, and register dissent as appropriate in a respectful manner.
3. Honor decisions officially determined by the COPDF President and CEO and Board.
4. Promote collaboration, cooperation, and partnership in the community.
5. Strive to uphold those practices and assist other members of the organization in upholding the highest standards of conduct.

Approved: 7/18/2022