



## **NSCP Volunteer Community Guidelines**

It is the policy of the National Society of Compliance Professionals, Inc. (“NSCP”) that any individual who accepts a volunteer role with the organization (“Volunteer”) must affirm the Volunteer’s understanding of NSCP’s expectations under these Volunteer Community Guidelines. The Volunteer further accepts that the Volunteer’s interpretation and implementation of these Community Guidelines is further subject to the decisions and authority of the Executive Director or Board of Directors where applicable.

NSCP is an organization of individual members. Hence, these Community Guidelines apply to individuals and do not in any way imply or construe obligations upon a Volunteer’s employer.

### **General Expectation**

Every Volunteer is required by NSCP to take or recommend actions in the best interests of NSCP or its members rather than advocating actions that advance the Volunteer’s own personal objectives.

We strive to create a community that is free from abusive, offensive or harassing behaviors and discrimination of any type. All members deserve to feel safe and respected.

### **Meetings and Communication**

- While representing or acting on behalf of NSCP, professional behavior and respectful discourse is required of Volunteers.
- Disruptive, inappropriate, or harassing behavior exhibited by Volunteers will not be tolerated.
- Volunteers may not speak on behalf of NSCP or the Board to third parties such as the media or regulators unless specifically authorized to do so by the Board, Executive Director or designee.
- Volunteers will observe the personal boundaries communicated to the Volunteer by other individuals.
- Volunteers are to be supportive of NSCP’s Staff, mission, and offerings when communicating with other individuals. Inappropriate communication about NSCP, its Staff, mission, and offerings is not acceptable regardless of medium (e.g., e-mail, social media, in-person, public forum, video conference). Any issues a Volunteer has regarding NSCP should be directly communicated to the Board Chair, Executive Director or designee.

### **Relationship with Other Volunteers, Stakeholders and Staff**

- Volunteers should understand the limited scope of the Volunteer’s authority with respect to NSCP, its Staff, members, and other Volunteers and exercise good judgment when interacting with others in a volunteer capacity.
- Volunteers should respond to NSCP Staff, members, and other Volunteers in a prompt, responsible, respectful and professional manner, and represent the Volunteer’s role within NSCP clearly and accurately.
- Volunteers do not have direct authority over NSCP Staff and do not have authority to delegate actions to Staff without the approval of the Executive Director.





## **Volunteer Commitments**

- Volunteers will recognize and be respectful of the fact that NSCP Staff have deadlines and may, on occasion, find it necessary to replace or augment volunteer resources.
- Volunteers will relinquish project responsibilities promptly when requested by the NSCP Staff or the designated NSCP volunteer lead if doing so is deemed to be in the best interests of the NSCP.
- If a Volunteer cannot fulfill a commitment, that Volunteer should notify the responsible NSCP Staff or volunteer lead as soon as possible.

## **Confidential Information**

All data, materials, knowledge and proprietary information generated through, originating from, or having to do with the Volunteer's associated activities, is to be considered Confidential Information and is not to be disclosed to any outside party. This includes, but is not limited to, documents, information, designs, printed matter, policies, procedures, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, whether internally between staff or outside is confidential and the sole property of the NSCP.

## **Conflict of Interest**

A volunteer's personal relationships, business affiliations, or other commitments could potentially influence their decision-making or actions in a way that benefits them or a third party at the expense of NSCP.

If any potential conflicts arise during volunteer service, the volunteer should immediately disclose them to the Volunteer Engagement Coordinator and take appropriate steps to mitigate any conflicts of interest, including recusing themselves from relevant discussions or activities as necessary.

## **Violations of the Volunteer Community Guidelines**

If issues or violations of the Volunteer Community Guidelines occur, the Executive Director may require the Volunteer to leave the Volunteer's position(s) and may be precluded from serving in volunteer roles in the future. In cases pertaining to a member of the Board of Directors, the situation will be addressed as provided in the NSCP's bylaws.

## **Acknowledgement of Volunteer Community Guidelines**

I understand that my acceptance of these Volunteer Community Guidelines is applicable to the full duration of my service as a volunteer for the NSCP.

NSCP reserves the right to pursue measures up to and including temporary or permanent loss of position and membership and/or legal action in extreme cases where the actions of a Volunteer may have compromised NSCP's mission, reputation, business prospects or legal stature.