



## **GBCI Policy 3.4.4**

### **Code of Professional Conduct for Volunteers**

#### **Purpose**

The purpose of this agreement is to provide clear definitions and a code of conduct to prevent wrongdoing and promote the ethical conduct of those persons engaged in work for GBCI. This code is also intended to prevent any perceived or real conflict of interest between personal and professional relationships for those persons engaged in work with GBCI programs. This code requires prompt reporting to GBCI management for any violations and requires accountability and respect from all persons signing their agreement.

#### **Application**

The code applies to all GBCI volunteers. For the purpose of this code, a volunteer is any individual not employed by GBCI, serving as a Subject Matter Expert. The code is applicable to all activities and decisions within the scope of volunteer work and applies to representation of GBCI in any capacity. A copy of this code is to be provided and signed in advance of volunteer orientation.

Volunteers are to sign their agreement annually. GBCI staff is to be responsible for understanding this code, its impact and its importance to GBCI and to maintain records of updated signed copies. GBCI staff is required to direct volunteers to apply this code to their work and to seek guidance if they need additional information.

#### **Reporting Violations**

Anyone suspecting a violation of this code should report this immediately to GBCI staff. These reports will be investigated and action taken as appropriate. Persons reporting violations are protected from adverse action and may make complaints anonymously. Complaints must be sufficiently documented to provide a rationale and method for investigation. Records of complaints will be retained by GBCI for a period of three (3) years after resolution in compliance with GBCI's Record Management Policy # 2.11.2.

#### **Violations**

Violations may provide grounds for disciplinary action, as outlined in the [Disciplinary and Exam Appeals Policy](#).

## **Confidentiality General**

Each signee has a responsibility to safeguard all GBCI information entrusted to him/her. Confidentiality of candidate and examination information is extremely important and critical to the continued credibility of the GBCI programs.

All information regarding candidates including, but not limited to, personal data, candidate test scores, financial information and other data is strictly confidential and must never be disclosed in an improper manner.

Financial information about GBCI must not be provided to anyone outside GBCI unless it has otherwise been provided to the public. Exceptions to this rule will be provided to employees in the event of audits or legal procedures.

Examples of confidential information include, but are not limited to:

- Identity and personal information of candidates, applicants, certified persons
- Non-public financial information about GBCI
- Personnel data on staff of GBCI
- Non-public business information on any contractor or subcontractor of GBCI
- Proprietary information of GBCI, including technology information
- Manuals, policies, procedures
- Security information
- Communications with attorneys
- Non-public psychometric data
- Test items, answers, or any related content

## **Conflicts of Interest**

GBCI endeavors to comply with all applicable laws and regulations and expects its volunteers to conduct GBCI business in accordance with the letter and spirit of relevant laws and refrain from dishonest or unethical conduct. GBCI expects that its volunteers act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of the organization.

All GBCI volunteers must act fairly and without bias to implement the programs critical to GBCI and its integrity, and must take care to avoid or disclose any action or situation that presents a conflict of interest with GBCI, or which gives an appearance of such. To ensure ethical and impartial business, it is prohibited for GBCI volunteers to:

- Offer, accept or solicit money, property, service or other items of value by way of gift, favor, inducement or loan with the intent that the offer would influence, or that the recipient would be influenced by, such conduct in the discharge of public duties.

- Use their official position, uniform or badge to secure special advantage in business, personal gain or other benefit derived from such relationship.
- Use any GBCI facility, building, equipment, or materials in an unauthorized manner.
- Invest or hold a financial interest, directly or indirectly, in any business entity, transaction or business endeavor that would create a conflict between the volunteer's duty to uphold the public trust and the individual's private interest.
- Publicly utilize any GBCI affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of GBCI.
- Disclose any confidential GBCI information that is available solely as a result of the volunteer's affiliation with GBCI to any person not authorized to receive such information, or use to the disadvantage of GBCI any such confidential information, without the express authorization of GBCI.

GBCI volunteers with access and exposure to GBCI test items and content will refrain from taking any GBCI exam and participating in any GBCI exam preparation activities for **a one-year period** after their exposure.

Volunteers must avoid conflicts involving business opportunities which may arise due to their relationship with GBCI. These conflicts may not only damage the reputation of GBCI, but result in civil or criminal violations. This code requires the disclosure of all potential conflicts of interest and any association with training or examination preparation programs associated with GBCI exams. In addition, volunteers may not show favoritism to any company, product, candidate or applicant in any GBCI process.

### **Personal Conduct**

All volunteers are required to conduct their volunteer activities and work with the highest standards of integrity and professionalism to represent GBCI in the best manner to the public and to the candidates served. In doing so, volunteers are expected to adhere to company policies and procedures as provided by GBCI. Volunteers are also expected to understand, respect and comply with all laws, regulations and policies that apply to them in their role with GBCI.

I, \_\_\_\_\_, represent that materials that I submit to the Green Business Certification Inc. ("GBCI") in connection with any and all job analyses and/or credentialing examinations are my original, newly developed work and shall be works made for hire created for and owned by GBCI, and are the exclusive property of GBCI. In exchange for my interest in the continued success of GBCI, and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), I hereby grant and assign to GBCI all exclusive rights to the material under United States intellectual property law and all international conventions, including without limitation, copyrights, trade secrets, and patents in and to all such materials and the right to copyright the material and any renewals thereof in the name of GBCI. I agree to execute any documents as GBCI may reasonably request in confirmation

of the foregoing. I acknowledge that GBCI shall be the sole proprietor of any such materials from this time forward. Further, I have read, understand, and agree to abide by the terms and conditions of GBCI's Code of Professional Conduct for Volunteers as well as the [GBCI Disciplinary and Exam Appeals Policy](#).

Signature:

Printed name:

Date:

I have read, understand, and agree to abide by the terms and conditions of the [GBCI Disciplinary and Exam Appeals Policy](#).  Yes  No