



## *Code of Ethics*

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This Code of Ethics establishes a set of principles and practices of the Board of Directors of the Alexandria Archive Institute (AAI) that will set parameters and provide guidance and direction for board conduct and decision-making.

**Code:** Members of the Board of Directors of the AAI are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall adhere to the following:

### *Accountability*

1. Faithfully abide by the Articles of Incorporation, bylaws and policies of the AAI.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to association members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

### *Professional Excellence*

6. Maintain a professional level of courtesy, respect, and objectivity in all AAI activities.
7. Strive to uphold those practices and assist other AAI board members in upholding the highest standards of conduct.

### *Personal Gain*

8. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.

### *Equal Opportunity*

9. Ensure the right to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
10. Ensure the right to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up 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*

11. Respect the confidentiality of sensitive information known due to board service.

### *Collaboration and Cooperation*

12. Respect the diversity of opinions as expressed or acted upon by the AAI's board and, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership within the AAI and with its collaborators.