



VETERANS LEADERSHIP PROGRAM
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VLP ETHICS POLICY

This Ethics Policy expresses in a comprehensive narrative the values and expectations of conduct for all employees, managers, BOD members, volunteers and interns of the Veterans Leadership Program of Western Pennsylvania, Inc. (VLP).

VLP's success is dependent on the trust and confidence we earn from veterans, our community and funders. We gain credibility by adhering to our commitments, displaying honesty and integrity and adhering to our mission solely through honorable conduct. We are judged on what we do and how we do it.

All those who represent VLP must know the organization's mission, which is to empower veterans to navigate the transitions of life. The core values of the organization are acknowledged by all personnel through their conduct in fulfilling job duties and while representing the organization. Those values are:

1. Leadership is not a position;
2. We lead through our actions;
3. Our actions impact others;
4. Our actions have consequences; and
5. We must remain socially aware of the issues facing our nation's veterans

Therefore, VLP upholds an Ethics Policy focused on positive values and behaviors and expects such conduct from all who represent the organization:

- VLP is an equal employment/affirmative action employer committed to providing a workplace free from discrimination of all types of abusive, offensive or harassing behavior.
- All reported instances of questionable or unethical behavior will be investigated. The company will take appropriate action in every instance where improper behavior is found to have occurred. VLP will not tolerate retaliation against employees who raise genuine ethics or other concerns in good faith.
- Managers have a responsibility to set the tone and to model the importance of the ethical codes presented in this manual and should consider employees' ethics concerns as an encouraged form of business communication.
- Organization representatives will comply with all federal, state and local laws and the rules and regulations where VLP does business. All employees will have an understanding of the organization policies, laws, rules and regulations that apply to their specific role.
- All confidentiality and disclosures policies regarding VLP, fellow employees and clients will be respected and followed.
- Any relationship or activity that might impair, or even appear to impair, the ability to make objective and fair decisions when performing a job will be avoided. VLP's Conflict of Interest Policy will be strictly followed.
- All disclosures made in financial reports and public documents are to be full, fair, accurate, timely and understandable. This obligation applies to all BOD members and employees, including case managers, managers and those in finance, with any responsibility for the preparation of such reports.



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- All persons who represent VLP in any function have read and understand their obligation to abide by the Whistleblower Policy and have an obligation to report any known illegal or unethical reporting practices.
- VLP creates, retains and disposes of all organization records as part of the normal course of business in compliance with the established Document Retention and Destruction Policy and guidelines, as well as all regulatory and legal requirements.
- It is understood that all organization resources, including time, material, equipment and information, are provided for VLP's business use only, and any violations should be reported as outlined in this manual.