**Standard Operating Policy & Procedures – Code of Conduct**

The Athletic Booster Club’s (ABC’s) Code of Conduct Policy provides guidance to ensure that work is done in an ethical and legal manner. The purpose of this policy is to define unacceptable and acceptable behavior in order to ensure a pleasant work environment for all. It is the responsibility of ABC members, school staff, students, parents, volunteers or others to act in a manner that is consistent with this Code of Conduct Policy when at meetings, fundraisers, or at activities/functions while representing the ABC. Should an individual exhibit inappropriate or disruptive behavior, they will be asked and/or forced to leave the meeting/premises. The ABC leadership shall implement a conflict management process as necessary to promote personal and organizational well-being, and it is committed to providing a healthy work environment for all.

**Code of Conduct Defined**

All members, school staff, students, parents, and volunteers are expected to behave in a manner that is respectful and professional at all times, including when customers are being served directly.

**Disruptive Behavior Defined**

A style of interaction with members, school staff, students, parents, volunteers or others that interferes with the business at hand and tends to cause distress among others and affects overall morale within the working environment, undermining productivity and possibly leading to Officer, Coordinator, or volunteer turnover, or resulting in ineffective or substandard actions/activities. The MHS ABC maintains a “zero tolerance” for disruptive behavior.

**Expected Conduct and Behavior**

The following is a non-exhaustive, non-exclusive list of expected conduct and behavior by all.

1. Treat one another and members of the public with respect, courtesy, honesty, dignity, and sensitivity.
2. Communicate professionally, openly, and honestly; refrain from using foul language.
3. Conduct yourself in a polite, cooperative, ethical, and legal manner.
4. Refrain from engaging in inappropriate behavior that is bullying, harassing, intimidating, disruptive, abusive, gossiping maliciously, biased and discriminatory, combative or threatening, and report any instances if they occur.
5. Work in a manner that protects and promotes the health and safety of individuals and the environment.
6. Promote productive, collaborative, and effective teamwork among all who work with the ABC.
7. Respect the rights of others who have different values, beliefs, cultures, and religions.
8. Act to resolve issues, grievances, and concerns effectively, fairly, and promptly.
9. Use resources responsibly, efficiently, and effectively.
10. MHS ABC Officers and Coordinators not completing their assigned duties prior to leaving their position will forfeit the opportunity of serving in these and other leadership roles in the future.

The Standard Operating Policy & Procedures – Code of Conduct must be approved by the MHS ABC Board and its General Membership.

The MHS ABC Board and the Athletic Director or School-Appointed Representative shall review this document on a bi-annual basis.