



OZARK OPPORTUNITIES, INC.

701 E. PROSPECT • P.O. BOX 1400 • HARRISON, ARKANSAS 72602 • (870) 741-9406 • FAX: (870) 741-0924

Code of Conduct for Board of Directors & Policy Council

POLICY

The *Ozark Opportunities, Inc.* ("OOI") Board of Directors recognizes that persons involved in governance activities (Policy Council and Board of Directors) at *Ozark Opportunities, Inc.* are leaders, models, and representatives of the organization. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on the public image, reputation, or credibility of the agency.

PROCEDURES:

1. Acceptable standards of conduct will be established and periodically revised by the *Ozark Opportunities, Inc. Board of Directors* for both Policy Council and Board of Directors members.
2. All Council and Board members will be informed of the established Code of Conduct by review and signature of this document.
3. Each entity will be responsible, with a simple majority vote of members present for a regularly scheduled or appropriately called special meeting for reprimanding or removing any representative from the Council or Board (respectively) due to conduct violations.

CODE OF CONDUCT:

OOI Head Start Policy Council and OOI Board of Directors members:

1. Will respect and promote the unique identity of each child, family, employee, Council and Board member and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Must uphold the agency's **Confidentiality Guidelines** stated as follows:
 - a. No information regarding children and families of children enrolled with OOI is to be discussed outside of the work setting or closed session of a Board/Council meeting.
 - b. Information discussed within the work setting and at Board/Council meetings only as is necessary and related to program operations/business or decision-making; it is important to remember that Exec. Committee and full Board of Directors meetings are open to the public, and meeting minutes are published.
 - c. No information learned at Board/Council meetings or while conducting Board/Council business may be discussed or used in any way outside of Board/Council activities.
3. Will support and participate in a TEAMWORK approach to decision making.
4. Will behave and interact respectfully while participating on Board/Council or representing the organization within the community.
5. Must have an interest and concern for children and their families.
6. May not accept gifts and/or gratuities as stated in the *Ozark Opportunities, Inc. Personnel Policies & Procedures Manual*.
7. Are prohibited from using their position on Board/Council for purposes which are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with family, business or other ties.
8. Must not make public statements under the auspices of any agency title without the permission of the Executive Director or Board of Directors.
9. Will follow all *Ozark Opportunities, Inc.* general operating procedures.
10. Will respect and uphold the legal authority of the Board of Directors to establish, review, or revise the standards of conduct for individuals participating on the Board/Council.

Signature

Date

*This agency is in compliance with Titles VI and VII Civil Rights Act
"Equal Opportunity Employer"
www.ozarkopp.org*