

Code of Conduct and Ethical Behavior

Introduction

This Code of Conduct is for Finemind, a Colorado nonprofit and 501(c)(3) tax-exempt organization. In this Code of Conduct, Finemind commits to following the principles outlined below in all actions that the Organization takes.

- I. Responsibility, Service, and Public Mindedness.**
 - A. Finemind recognizes that serving the public requires setting aside preconceptions and asking questions directly of the community it plans to serve.
 - B. Finemind commits to learning from the communities it serves about how best to address their needs.
 - C. Finemind commits to serving the public by focusing on community mental health support systems.

- II. Community Empowerment.**
 - A. Finemind commits to empowering communities to help create scalable change in the field of mental health.
 - B. Finemind recognizes that communities are best served when they have the tools to help themselves.

- III. Human Rights & Dignity.**
 - A. Finemind is conscious to protect, and not violate, all people's fundamental human rights, and to treat all people with dignity.
 - B. Finemind recognizes that all people are born equal in dignity.
 - C. Finemind is sensitive to the moral values, religion, customs, traditions, and culture of the communities it serves.
 - D. Finemind respects the integrity of families and supports families in any way in which they are constituted.
 - E. Finemind treats all staff with fairness and equity, and as individuals with rights to be honored and defended. Finemind respects and protects their rights to freedom of association, conscience and expression.
 - F. Finemind provides opportunities to its staff for individual growth and professional development, and fosters an atmosphere whereby supervisors encourage personal and professional growth of staff.

- IV. Cooperation & Communication.**
 - A. Finemind commits to maintaining open communication throughout the organization and with any partners that the Organization may have.
 - B. Finemind commits to selecting partners who are similarly dedicated to the interests of the communities that Finemind serves.
 - C. Finemind understands the importance of self-evaluation and to regularly and openly communicating to partners in order to ensure the partnership is as effective as possible.
 - D. Finemind provides each staff member with the Finemind's Code of Conduct.

- E. Finemind encourages staff to communicate material concerns to a supervisor or to a member of Finemind's Board of Directors.
- F. Finemind will ensure that staff is not retaliated against for reporting material concerns.
- G. Finemind leaders and staff take care with how they represent themselves, the Organization, and their work in social media.

V. Professionalism.

- A. Finemind carries out its activities with professionalism and centered on the concept of serving others through community empowerment.
- B. Finemind encourages and guides staff to maintain the highest standards of professional conduct, and to take responsibility for their actions and decisions.

VI. Integrity.

- A. Finemind recognizes that effective mental health services require honesty and open and effective communication.
- B. Finemind believes in adapting its strategies and working through all challenges that arise in an open and thoughtful manner.
- C. Finemind commits to prioritizing the interests of the communities it serves.
- D. Finemind guides staff regarding how to appropriately maintain the confidentiality, and privacy of information it may receive about others.
- E. Finemind ensures that all staff understands how conflicts of interest may arise in the work that will be handled by staff. Finemind further ensures that all staff understands the procedures they should use if they encounter a conflict of interest.
- F. Finemind's Board of Directors annually disclose in writing any conflicts of interest that they have.
- G. Staff members refrain from using their employment with Finemind to secure special privilege, gain or benefit for themselves.
- H. In their work, staff members put organizational goals before personal goals, putting the best interests of the entire program ahead of individual desires.
- I. When Finemind discloses information about the Organization to donors, members, clients, staff, or the general public, Finemind ensures that the information is accurate and timely.
- J. Finemind maintains accurate and open information concerning any financial contributions made with Finemind funds.
- K. Finemind's Board of Directors ensures that it keeps thorough records of board meetings and organizational decision-making.

VII. Confidentiality.

- A. All members of Finemind maintain the confidentiality of any private, sensitive or protected information.
- B. When Finemind collects, uses, or retains any personally-identifying information necessary to conduct its business, Finemind will use its best efforts to obtain such information directly from the person concerned.
- C. Finemind retains private, sensitive or personally-identifying information only to the extent necessary to provide services effectively, or to comply with any laws.

D. Finemind protects all confidential, private, sensitive or personally-identifying information from potential security breaches, including breaches of physical space or electronic space.

E. Finemind limits access to confidential, private, sensitive or personally-identifying information to those with a legitimate business reason for seeking that information.

F. Finemind does not use confidential, private, sensitive or personally-identifying information for purposes other than the purpose for which the information was obtained.

G. Finemind does not disclose any confidential, private, sensitive or personally-identifying information to third parties without the informed consent of the concerned individual. If Finemind is legally required to disclose information, such disclosure does not extend beyond legal requirements.

VIII. Transparency, Truthfulness & Legality.

A. Finemind is honest and truthful in its dealings with its donors, project beneficiaries, staff, membership, partner organizations, government entities, and the public in general.

B. Finemind respects the laws of all jurisdictions in which it serves.

C. Finemind does not engage in any activities that are unlawful under the laws of any nation in which it works or is organized.

D. Finemind is emphatically opposed to corruption, bribery, and other financial impropriety. Finemind will not be a willing partner to such activity.

IX. Reporting, Evaluation, Monitoring & Compliance.

A. Finemind understands the importance of data collection and assessment, and self-evaluation in order to ensure that its work is effective and helpful to the communities it serves.

B. Finemind commits to using the information it gathers only for good and proper uses.

X. Inclusion and Anti-racism

A. Finemind is committed to actively promoting anti-racism and inclusion. Finemind seeks to promote these values in all of its materials and in its work within communities.

B. Finemind strives to be an organization that is diverse, inclusive, and equitable where all members feel valued and respected, irrespective of their race, color, national origin, gender, sex, sexual orientation, religion, political affiliation, age, size, marital status, disability, or military status.

C. Finemind is committed to combating racism, promoting inclusion, and providing equal opportunities to its members to serve in leadership capacities.

D. Finemind respects and values diverse life experiences and heritages and works to ensure that all voices are valued and heard.

XI. Anti-Discrimination, Anti-Harassment and Anti-Exploitation

A. Finemind is committed to combatting all forms of discrimination.

B. Finemind does not tolerate harassment in its workplace.

- C. Finemind condemns all forms of exploitation and trafficking of human beings.
- D. Finemind is careful to select partners who are committed to combatting discrimination, exploitation, and abuse.