



CODE OF ETHICS FOR NACE REPRESENTATIVES

This Code of Ethics is designed to guide NACE Representatives (i.e., volunteers, facilitators, conference presenters and speakers, sponsors, exhibitors, agents, and all other representatives) in their conduct when acting on behalf of NACE. This Code provides a context for the mission, values and actions that are expected of all NACE Representatives interacting with members, employees and the public. This Code is intended to offer a framework for ethical decision-making; it is not intended to be used as a stand-alone policy or a comprehensive outline of every ethical question or issue that might arise. This Code of Ethics will reflect core principles and guidelines to inform and influence ethical conduct for those representing NACE.

All NACE Representatives will:

- Demonstrate the highest level of integrity and ethical standards in all activities and transactions.
- Exercise care, good faith, and due diligence.
- Fulfill required fiduciary responsibilities as appropriate.
- Demonstrate professional respect and responsiveness.
- Support a culture of diversity and respect.
- Respect the confidentiality of sensitive information and protect NACE assets.
- Comply with all local, state and federal laws and regulations.
- Abide by NACE policies.
- Adhere to this Code of Ethics.

NACE Mission and Core Values

Since 1956, when it began as the College Placement Council, NACE has been delivering value to the professional community and the public through knowledge transfer and affiliation among professional colleagues who are dedicated to transitioning college students into the workforce.

Mission: The National Association of Colleges and Employers empowers the community of professionals focused on the development and employment of college-educated talent with relevant data, resources, training, insights, and relationships, while serving as the collective voice for the profession.

Core Values:

- Collaboration: Encourage a spirit of partnership and common interest.
- Inclusion: Foster and support diversity and inclusion to advance equity.
- Integrity: Promote ethical and respectful behavior and high professional standards.
- Innovation: Foster new knowledge and a commitment to continuous learning.
- Excellence: Promote distinctive and high-quality programs and services.

NACE Principles of Community

NACE recognizes the importance of unwavering commitment to the following principles:

- a. Trust and Credibility:
 - We engender credibility and trust through all of our words and actions.
 - We support others in efforts to strengthen trust, both internally and externally.
- b. Respect for the Individual:
 - We value individuals for their unique talents and qualities.
 - We affirm each individual's right to dignity and work to create a climate of justice and mutual respect.
 - We reject acts of discrimination based on race, ethnicity, gender, age, disability, religion, national origin, and any other characteristic protected by applicable law.
- c. Culture of Open and Honest Communication:
 - We affirm the right to freedom of expression and promote questioning of ideas.
 - We are committed to transparency in communication, including openness regarding facts, processes, decision-making, and results.
 - We encourage open dialogue within the bounds of courtesy, sensitivity, confidentiality, and respect.
 - We are committed to the highest standards of civility and decency, with no tolerance of abusive or demeaning behavior.
- d. Leadership Modeling and Action:
 - We demonstrate the NACE values in our words and actions.
 - We take timely action to address issues related to legal and/or ethical questions.
- e. Compliance to Law and Code of Ethics:
 - We are committed to the enforcement of local, state, and federal laws.
 - We are committed to the enforcement of NACE policies and the NACE Code of Ethics.

Specific Policies Supporting the NACE Code of Ethics:

- a. Confidentiality and Protection of Property Rights: Except as is necessary for the proper performance of their duties for NACE, Representatives shall not, for any reason, either directly or indirectly disclose to any person or entity outside of NACE or use for their own personal benefit any Confidential Information of NACE. "Confidential Information" means any information relating in any way to the business of NACE, disclosed to or known by the Representative as a consequence of, result of, or through Representative's relationship with NACE. This information includes, but is not limited to, any and all information about members, programs, products, business methods, and financial and accounting data of NACE. NACE Representatives shall, at all times, take all precautions necessary to protect from loss or disclosure any and all documents or other information containing, referring, or relating to such Confidential Information.
- b. Gifts and Gratuities: NACE is committed to fairness and taking action solely on the basis of the merit of products and services. Any actions that create a perception of favorable treatment as a result of exchange of gifts or business courtesies are not acceptable.

Soliciting gifts for personal use or gain as a result of a NACE relationship is prohibited. Accepting gifts when the giver is in a position to influence decisions or behavior is not acceptable.

- c. **Health and Safety:** NACE is dedicated to providing a safe and healthy environment for all who are engaged in the work of the association and those with whom we interact. NACE Representatives are prohibited from engaging in any unsafe conduct or creating any safety risks or hazards for NACE members, employees, or the general public.
- d. **Whistleblower Policy:** NACE Representatives with concerns regarding questionable accounting or auditing matters by employees, directors, officers, and other stakeholders of NACE are required to report this information to the NACE Executive Director and/or any member of the NACE Board of Directors. NACE Representatives who report such a concern, in good faith, will not be subject to any form of retaliation by NACE.

Compliance Procedures

- a. **Reporting Illegal or Unethical Behavior:** NACE Representatives are responsible for being aware of and compliant with all NACE policies. NACE Representatives are also responsible for reporting illegal or unethical behavior, the lack of compliance with this Code of Ethics, and/or observed misconduct by other NACE Representatives, employees, or members to the NACE Executive Director, any member of its Executive Committee, or any member of its Board of Directors. Use judgment and common sense to assess the need for reporting. Questions should be directed to the NACE Executive Committee.
- b. **No Retaliation:** As outlined in the Whistleblower Policy, NACE will not permit harassment, or retaliation of any kind against persons who make good faith reports/complaints or who report violations of the Code of Ethics and/or other illegal or unethical conduct.

Effective date: January 2019