



ACTIVE 20-30 INTERNATIONAL ADVISORY GUIDELINES

LIST OF POLICIES AND PROCEDURES INTENDED TO STRENGTHENING CLUBS
AND FOSTERING THE HIGHEST HUMAN, MORAL AND CIVIC PRINCIPLES.

ACTIVE 20-30 INTERNATIONAL
2017-2018 TERM





ACTIVE 20-30 INTERNATIONAL CODE OF ETHICS AND CONDUCT

Active 20-30 International Ethics and Conduct Guidelines

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INTRODUCTION

Active 20-30 International is an organization comprised of young men and women, who during their youth have the opportunity to develop great qualities and skills, in addition to engaging with people from all corners of the organization.

The clubs have the responsibility of admitting into their rosters men and women with sufficient quality, the necessary profile to represent our organization in all of the stages that we are given, within the clubs, in our interactions with the community, in the assemblies and national gatherings, in the international events, etc. Nonetheless we are infallible and unfortunately there are some individuals, both within and outside of our organization, that interact with us and who are not necessarily responsible or ethical. The lack of ethics norms in volunteer organizations like ours is one of the main causes of low productivity in the clubs, loss of memberships and even the disappearance of some clubs.

All Active 20-30 clubs will benefit from the implementation of a code of ethics and conduct that systematically reflects the practices and ethical levels that are acceptable in our society. The adoption of a code of internal strengthening not only provides the organization with an ethical content, but also provides an ethical control; it also serves as a statement to attract seriousness and honesty in the recruitment of future active members.

Active 20-30 International Code of Ethics

Research, Writing and Editing was done by a committee formed by:

Cesar Iván Rosario, Active 20-30 Club of Moca, Dominican Republic.
Margarita Dubocq, Active 20-30 Club of Santiago, Dominican Republic.
Arlette Frías, Active 20-30 Club of San Francisco de Macoris, Dominican Republic.

Reviewed and Evaluated by a committee formed by:

Juan Carlos Sieiro, 2017-2018 International President. Nuria Rojas, 2017-2018 International Secretary.
Hipólito Donoso, 2017-2018 International Treasurer.
Eduardo Méndez, Active 20-30 Club of Panama, Panama.
Miguel Mena, Lifetime Member, Mexico.

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- Spain's Volunteers Platform's Code of Ethics
- Professional Project Management Institute (PMI)'s Code of Ethics and Conduct
- Dominican Republic Superintendence of Banks' Code of Ethics
- Association for the Development of the Espailat Province (ADEPE)'s Commitment of Ethics and Conduct
- Uruguay's Volunteers United for Peace's Code of Ethics
- United Nations' Report on Sexual Orientation and Gender Identity in International Human Rights Law

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Ester Mora, 2020-2021 International President
Mario Reyes, 2020-2021 International President-Elect
Tiffani Montgomery, 2020-2021 US & Canada National President



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CHAPTER 1: OBJECTIVES AND APPLICATION

a. ACTIVE 20-30 INTERNATIONAL ORGANIZATION OBJECTIVES AND PRINCIPLES

Any code that intends to provide norms for our organization should start by taking into consideration which are our organizational objectives, so that it can classify each initiative within those objectives:

- Forming leaders to serve the community.
- Serving the community and especially children.
- Developing friendship and promoting camaraderie among its members.
- Fostering the highest human, moral and civic principles.

Each of the chapters of this code should help us establish our limits of behavior, always guaranteeing that these objectives are met:

- Promoting and developing an institutional culture that is oriented towards guaranteeing a behavior that is truly moral and ethical among our members.
- Guaranteeing that the members find a space and the necessary tools to develop themselves according to our bylaws and procedure manuals, with the end goal of developing leadership skills and ensuring that by the end of their tenure in the organization, we have honest leaders, guided by ethical norms, to engage in a journey of work to support our communities.
- Guaranteeing that the members find an adequate environment for good interactions and exchanges of ideas, without fear of being mistreated, bullied, or discriminated against. Guaranteeing that members are sufficiently respectful, discrete, trustworthy, honest and responsible with their peers, understanding that teamwork allows us to better fulfill our goal of serving the community.
- Guaranteeing that members always uphold the objectives of the organization above their personal interests.
- Guaranteeing that the public image of the organization is not affected by the behavior of one of its members; similarly, that the personal image of a member is not affected by the behavior of one or more of the members.
- Guaranteeing that no member is able to financial benefit, this affecting the utilities of the organization.
- Guaranteeing that the members observe the pledge they recited when they were initiated and that they perform their assigned duties, in as much as they possess the necessary tools and are capable of performing their duties.
- Guaranteeing that the relations with other clubs and service organizations contribute to our development and bring benefits to both parties.
- Guaranteeing that all funds obtained by an Active 20-30 club are handled with the utmost transparency, to ensure that the objectives of the fundraising are met, strengthen our public image, preserve the good name of the organization, and fulfill our lawful duties with the state.



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- Guaranteeing that any conflict that arises is evaluated in a just way, and that the results of such evaluations are those that least affect the performance of the organization and its clubs.

b. TO WHOM DOES THIS CODE APPLY

- Members (All existing categories)
- Prospectives
- Volunteers / Supporters
- Employees and Professional Advisors
- Any institution with which an interinstitutional agreement is signed

CHAPTER 2: RESPECT

a. PLEDGE AND COMMITMENT

Once sworn in as a member of Active 20-30 International, we agree to do the following:

- Fulfill any task that is assigned to us to benefit our community and/or club.
- Respect the decisions of the officers of our club and the leadership of Active 20-30 International, at the national and international levels.
- Accept the decision of the majority, as long as there is honest guidance that is in line with our bylaws.
- Be guided by the bylaws that govern Active 20-30 International.
- Realize that our resignation may be asked of us if we fail to faithfully follow our oath.

Once sworn as a national or international officer, the member also acknowledges that he/she is prepared for that role and agrees to:

- Represent, guide, and serve all members.
- Support all initiatives that promote the qualitative and quantitative growth of the clubs.
- Do everything within his/her power to guarantee the continuity of the organization.
- Perform the officer role with perseverance, respect, strength, honesty and justice.
- Be transparent in the use of the funds of the organization.
- Dedicate his/her efforts to support initiatives that help children who are in need.
- Respect and preserve the symbols, ideals and objectives of the organization.
- Transfer his/her knowledge and experiences to the members of the clubs.

b. BEHAVIOR WITH AND TOWARDS PEERS

Creating synergy among members is vital for the success of the activities of the clubs, but this is only possible if there are friendly relationships among the members. Sincere friendship guarantees equity, justice, tolerance, trust, and countless values that can be cultivated among



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peers. Teamwork turns our lives into Active 20-30, and Active 20-30 into part of our lives. It is for these reasons that, to promote a good environment to work, learn and fraternize, we must take the following into consideration:

- Divulging personal information:
 - Safeguarding the confidentiality of all information that pertains to the personal and/or professional lives of our peers.
 - Not divulging information of peers and/or people affiliated with the organization to third parties not affiliated with the organization, with a harmful purpose.
- Adopting an open and listening stance, with the intention of respecting the ideas of each member.
- Maintaining the discussions within the framework of ideas, without incurring in personal disrespect.
- Maintaining differences of ideas at the margin of interpersonal relationships.
- Prohibiting the spread of any type of material (printed or multimedia) with false or manipulated information, intended to affect the image of a member or affiliate of the organization.
- Prohibiting the spread of any information intended to affect the dignity and the principles of the members or affiliates of the organization.
- Any attempt to challenge the behavior of a member, within or outside of the scope of action of the clubs, must be processed and managed by the parties established in this code.

c. TRUST AND PUBLIC IMAGE

For Active 20-30 International, trust is a vital element, as the success of the activities we do in favor of children depends on it. Each individual act from a member is essential to cultivate trust in the media, governmental organizations, corporations, individual donors, and other NGO's, as well as in the recipients and other affiliates.

To maintain trust and develop a public image, members must exhibit the following:

- Transparent, genuine and coherent finances.
- Be willing to offer public statements, if required.
- Coherence and diction when offering public statements.
- Punctuality.
- Good presence.
- Fulfillment of promises.
- Honest behavior in their personal lives.
- Fulfillment of laws and public norms of behavior.



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CHAPTER 3: INTEGRITY

a. HONESTY

It is the duty of all members to know the truth and act with sincerity, as far as their communication and behavior goes. As non-profit organization, we must always behave and express ourselves according to our objectives, as well as with sincerity, according to the values of truth and justice.

As members or affiliates, we must always:

- Strive to understand the truth with seriousness.
- Be sincere in our communications and behaviors.
- Provide precise information in an opportune manner.
- Not get involved with dishonest behavior to benefit us or at the expense of a third party.
- Be engaged out of good will. Make our best effort to create an environment where others feel safe to tell the truth.
- Not get involved or approve behaviors that intend to hurt third parties, issue false or fraudulent statements, say half-truths, provide information that is out of context or retain information that, if it were known, would turn our statements into fraudulent or incomplete.

b. TRANSPARENCY

- Cultivate an honorable life.
- Exhibit a way of life that is coherent with our income.
- Take responsibility for the accuracy of the information we provide.
- Share information with our peers without fear.
- Submit formal reports for the projects that we lead.
- Be always available to give details about our behaviors.

c. COMPENSATIONS

The purpose of any economic compensation is to be lucrative, which is in direct conflict with our philosophy as a non-profit organization.

- It is not allowed for compensation to be given to members for the sale of assets or services of the organization (commissions).
- It is not allowed for members to be employees of any Active 20-30 club.
- There will not be compensations for members for the service work they do as part of an Active 20-30 club.
- The use of resources received by Active 20-30 will always be managed by the decision of the corresponding parties and not the decision of a single member.

d. COMMERCIAL PURPOSES



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The primary purpose of the organization should not be to operate a business or commerce, as this is not coherent with its mission and objectives. Any operational surplus can be only used to assist the organization to fulfill its mission and objectives.

- The organization can offer services for a fee, as long as it is part of the revenues that it generates for a project to be sustainable.
- The organization cannot, under any circumstance, issue dividends to its members out of any extraordinary income from a project.
- No part of the net finances of the organization should be used to profit its leadership, officers, members, or any person affiliated with the organization.

CHAPTER 4: RESPONSIBILITY, SERVICE AND PUBLIC CONSCIOUSNESS

As a sign of responsibility, we reference the obligations that the members have to be responsible for the decisions they make and for those that they do not make, the actions they take and those they do not take, and the consequences that result from those decisions.

a. PARTICULAR RESPONSIBILITY

When making decisions we must act with caution, justice, and care, being aware of the effect that our actions can have, both internally and externally of the organization. Active members must exhibit an attitude of service and responsibility towards all that surrounds their activities.

Each member must be responsible when leading activities on behalf of others, be it in their duties within the organization, as well as in their actions in the greater society.

Each member must ensure that public funds are not misused due to selfish purposes and that all public funds are treated with the utmost honesty, as if it were the public treasury.

Each member must acknowledge that his/her behavior and activities have an impact in the perceived public image of the organization, so he/she shares the responsibility for the public trust of Active 20-30 International.

b. FREEDOM

Any act of discrimination is against the fundamental rights of human beings, and Active 20-30 respects the individuality and diversity of its members, according to the principles that gave birth to the organization, as described in the following statements:

- Of expression: Members have the right to freely express their thoughts and should not be coaxed by any authority within the organization, as long as their statements remain within an



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environment of respect and following the ethical and moral norms of the society where they live.

- Religious: Members have the right to belong and express their religious beliefs and should not be repressed or discriminated against. Nonetheless, the different scenarios of action within the organization should not be used to promote personal religious beliefs of any kind.
- Political: Members have the right to belong and express their political preferences without this being a reason for exclusion. Nonetheless, any attempt at promoting a political party's agenda must be kept away from all scenarios of the organization. Similarly, members must abstain themselves from participating in activities that have a political nature to them while displaying their membership or using any symbols that would suggest that Active 20-30 supports a political figure or party.
- Of gender and sexuality: Members have the right to respect and be respected, to be acknowledged and accepted as far as their gender identity and sexual orientation pertains within all scenarios of the organization. Nonetheless, our relationship with our members and/or people who we benefit must never promote feminism, machismo, homosexuality, bisexuality, transsexualism, etc. Overall, gender diversity is a human right, and one's sexual orientation is an entirely private matter, and no form of discrimination or promotion will be allowed at the heart of the organization.

c. INTERCLUB RELATIONS

- Commitment from the leadership: When members are chosen to be a part of the leadership of their club, National Board or International Board, they must be responsible for guaranteeing the proper functioning of all parties that govern Active 20-30. Their primary obligations are:
 - Exhibit absolutely loyalty to the organization, their National Association and their club (in that same order).
 - Effectively perform all tasks assigned to them with integrity, independency, impartiality, and discretion, without succumbing to any type of pressure or personal interest.
 - Exhibit an exemplary behavior in front of their members and the wider society.
 - Avoid at all costs any situation that could translate into a conflict of interests.
 - Effectively and timely share all information that their hierarchical superiors may request.
- Independence: Each Active 20-30 club is completely independent from one another; nonetheless, it is affiliated with a superior entity called "National Association" and these Associations, at the same time, when joint together form the Active 20-30 International organization.

As part of an Association, we must always fulfill the duties established in our bylaws, as well as accept and support the policies and plans established by the leaderships of Active 20-30



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International. Additionally, we must recognize what are the rights of a club and of a member, which guarantee a true independence.

As clubs:

- Bear their charter as an Active 20-30 club in any scenario that is permitted within the parameters of this code of ethics and any other guidelines of the organization.
- Determine in a precise manner the work plan that will outline the activities that will be accomplish in each term.
- Nominate candidates for elected positions at all levels of the organization (following the guidelines from our bylaws).
- Delegate their representation to any member of the organization when it deems it necessary and/or convenient.
- Choose, thru a free vote, the authorities that will govern the organization.
- Abstain from voting in any of the elections or proposals that are organized.

As members:

- Bear their status as an Active 20-30 International member.
- Exercise their right to vote, according to the bylaws of the organization.
- Run for any of the elected positions in the organization, following the guidelines from our bylaws.
- Denounce to the corresponding parties any action from a member or affiliate that goes against the objectives of the organization.
- Demand discretion, caution and transparency over all manners discussed in the different scenarios of the organization.
- Not engage in any action that would harm the organization.

- Transfer of members: The transfer of a member from one club to another is a very special case that could happen for diverse reasons. No matter the reason for such transfer, it must always have as an objective the benefit of the recipient club, without harming the club of origin.

For a transfer of membership to be done with the least impact possible, we must take into account the following points:

- Only Active Members can transfer.
- Senior Actives, Members-At-Large, Lifetime Members, Past Actives Life, or any other member category that exists will not apply for a transferring of membership.
- Transferring of membership can be done only when there is a change of address, unless the transferring is done within clubs in the same city.
- The transfer of a member to a new club must be accompanied by a letter of recommendation from his/her current club, where they express that the member has no outstanding debts or liabilities, his/her qualities and contributions of the member wanting



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to transfer. Additionally, such letter must certify that the member has no outstanding debt with the club, as otherwise the transfer will not be approved.

- No transfers of memberships will be allowed for members who leave their clubs due to internal conflicts; in that regard, the letter of recommendation from the club of origin must clarify that there is no internal situation that is causing the transfer of the member in question.
- The member who requests the transfer must have belonged to their club of origin for a period of at least 12 months. Otherwise, the member must solicit admission to the recipient club as a new member, following the guidelines of the recipient club.
- It is forbidden for a member who has been expelled from one club to be admitted into another club.

d. RELATIONS WITH OTHER SOCIAL ORGANIZATIONS

In their relations with other organizations, the main duty of the leaders Active 20-30 is to guarantee that the partner organization is not controlled or manipulated by any government, public or private agency, company, etc.

- Public institutions: Active 20-30 must maintain a discerning and friendly relationship with public institutions, which is at the same time rooted in values such as clarity, coordination and complementarity. It must be acknowledged that engaging in a joint venture with a public institution demands total transparency, with the intend of guaranteeing the good image of both organizations and the sustainability of their partnership.

Any agreement with public institutions must guarantee:

- The active and progressive participation of the club and its members.
 - The decision-making autonomy that guarantees the freedom of our institutional actions.
 - The possibility of establishment agreements of a pluriannual nature (long-term).
 - The transparency in the use of funds.
 - The goal of simplifying the bureaucracy, in order to speed interinstitutional processes.
 - The diversification of the sources of funding, avoiding having an exclusive dependency with the public institution with which we have the agreement.
- Social, non-governmental and other organizations: Active 20-30 has the possibility of joining efforts with other social and/or non-governmental organizations, which allows us to gain new experiences, and above all seek the common good.

Any relation with a social and/or non-governmental organization must take the following points into consideration:

- Active 20-30 belongs to the organized civil society, and is called to build, improve and transform society from their exercise of solidarity; never to destroy or limit other organizations.



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- Any agreement or joint venture with other organizations must never coax the independence of Active 20-30.
- Transparency in all joint ventures is a must.
- When the media is used to highlight the joint ventures with other organizations, the space of each organization must be respected, acknowledging the reach of each one and giving credit to any contribution that strengthens the relationship.

e. RELATIONS WITH THIRD PARTIES (SUPPLIERS, VOLUNTEERS, AFFILIATED PEOPLE)

We consider “Third Parties” those private organizations, corporations, volunteer groups or individuals

who provide funds or efforts to strengthen the actions of Active 20-30 International and its clubs.

- Suppliers: The relationship with suppliers must always be governed by respect, trust and mutual benefit, as the vehicle through which the strategic objectives and projects of the organization will be met. The suppliers that have an ongoing relationship with the organization must be aware of this code of ethics and conduct, especially those suppliers whose transactions represent a significant amount. In all scenarios, it is expected that these suppliers exhibit the utmost respect and acknowledgment of this code.

In our relationship with suppliers the following points must be taken into consideration:

- Any time that it is possible, have a plurality of suppliers for the goods and services that the organization requires.
 - Guarantee that the conditions offered by the suppliers adjust to the needs and requirements determined by the organization.
 - Guarantee that the acquisition of goods and services is done while ensuring the most advantageous conditions for the organization.
 - Guarantee the objectivity and transparency of the decision-making processes, always avoiding any conflict of interests.
- Volunteers: We must educate our volunteers on the *weight of their actions* within the Active 20-30 activities in which they participate. Additionally, we have to agree with all volunteers on their *initial commitment*, and establish agreements about their temporary availability, responsibilities and tasks, and at the same time demand the fulfillment of their commitment within their capabilities.
- Affiliates: In our relationship with affiliates to the organization or a particular member, we must ensure that any initiative has the goal of benefitting the community and enriching the organization, taking the following points into consideration:
- Guarantee that the resources that are received through individual donations come from legal sources, especially when such donations are of substantial amounts.



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- Be watchful of the intentions of any person interested in being affiliated with our initiatives, so that they are within the scope of our organizational objectives and policies, and so that the person is not looking for individual benefits or a personal advantage.
- Be watchful so that the relationship between any affiliate and a member is not an element of distraction, discomfort, danger or discredit for the organization and its members.
- The organization under no circumstance should change its non-political policies or nature in exchange for political favors.

f. FUNDRAISING, DONATIONS, AND USE OF FUNDS

- Effective use of the funds: The organization and the members should guarantee, and effective and efficient use of the funds obtained through any medium, be it through donations or fundraising activities of any nature. When the organization accepts any type of donation, financial assistance or scholarship, it enters into a contract to fulfill the activities of his work plan and has the ethical and moral responsibility to honor that commitment.
- Coherence with the mission: To maintain trust from public opinion, the organization must always have coherence between what it publishes and what it does. Under no circumstances should funds be solicited for a social cause and instead be used for another initiative that holds no relation to the original idea. When it is necessary to change the destination of donation funds, the donor must be notified of the reasons for such change.
- Veracity: The organization must have veracity in all matters related to its fundraising and use of funds. The programs that are laid out in the work plan must meet the organization's mission and objectives and must also take into consideration the national and international policies and guidelines of each term.
- Transparency: The organization has the commitment to manage its funds with total transparency, and must report its financial transactions, with truthful and auditable information, to the regulatory parties that are outlined in the bylaws and policies. The organization must also dutifully report its transactions to donors who are affiliated with certain special projects (especially when large sums of money are in question).

To ensure transparency in the use of funds, the organization must prepare, approve and execute an operational budget, must establish internal control procedures, must be audited (especially when large sums of money are managed), and must fulfill all fiscal obligations with the appropriate parties of each government. In all instances, the organization must adhere to professional levels in its use of funds and its preparation of financial reports.

- Excess funds: When financing is requested for a particular purpose, there is the possibility of fundraising more than is needed for the project that is intended to be executed, and for that, there must be a plan established to determine how to handle any excess funds. When it is appropriate (depending on how much is the excess), it is timely to include information on how excess funds



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should be used. Any fundraising should be done for specific purposes, in line with the objectives of the organization.

- Legal obligations: In each state where the organization is present there is a legal framework that regulates the responsibilities and benefits of non-profit institutions. This implies that the legal obligations of the organization must be outlined in the work plan and budget for each term, indicating the dates to timely meet such obligations. The leadership of the organization is responsible for fulfilling and enacting the legal obligations from each nation.
- Relationships with donors: No members, leaders, supporters, volunteers and/or affiliates can exploit any relationship with a donor or potential donor for personal benefit or the benefit of another party to which they are related. Clubs must be careful when recruiting its members, as there are individuals who wish to enter the organization with the sole purpose of finding clients or to exploit a competitive advantage.

CHAPTER 5: HARASSMENT AND DISCRIMINATION

Active 20-30 International does not tolerate harassment or discrimination of board or club members. Offensive conducts based on any classification protected by national and local laws and ordinances is a violation of this policy. Any board or club member who feels he/she/they have been subject to harassment from a board or club member should consult with their Club President and/or board members, National President or national board member and International President or international board member as applies.

A. DEFINITIONS

- **Harassment**: Harassment under these guidelines is unwelcome verbal, visual, or physical conduct creating an intimidating or offensive environment that interferes with performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is lawful. Because it is difficult to define unlawful harassment, board or club members are expected to behave at all times in a professional and respectful manner.
- **Sexual Harassment**: Sexual harassment under these guidelines can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include, but are not limited to:



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- Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement.
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
- Obscene or vulgar gestures, posters, or comments.
- Propositions, or suggestive or insulting comments of a sexual nature.
- Derogatory cartoons, posters, and drawings.
- Sexually explicit texts, instant messages, e-mails, voicemails, or other methods of communication.
- Uninvited touching of a sexual nature.
- Conduct or comments consistently targeted at only one sex, even if the content is not sexual.
- Teasing or other conduct directed toward a person because of the person's sex.
- All such conduct is unacceptable in Active 20-30 and in any related settings, such as workshops, meetings, conferences and social functions, regardless of who engages in the conduct.

B. SPECIAL AD HOC COMMITTEE

- A Special Ad hoc Committee shall be appointed by the International or National Board to start and investigation for each specific case. This committee shall be charged with acting as mediator and coordinating a process of analysis and review of the complaints received. This committee shall report on the findings and recommend actions to be taken in each case to the International or National Board of Directors.

- The Ad hoc committee should be composed of external members to the situation, who have no conflict of interest and experience in Active 20-30. Examples include a past Club President, National or International, President of another club or Association, a member of the National or International Board of Directors.

- Upon conclusion of the analysis and investigation, the results will be reported to the International or National President and the International or National Board. They will review the investigation results and take prompt and appropriate corrective measures against any person who has engaged in conduct of violation of this policy. Such action can include, but is not limited to:

- Dismissal of the complaint based on lack of cause or evidence
- Verbal private reprimand and documentation
- Written reprimand and documentation
- Mandatory harassment or sexual harassment training
- Exclusion from particular club events
- Suspension
- Probation
- Expulsion



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CHAPTER 6: CONFLICT OF INTEREST

All members of the organization must uphold the commitment to avoid personal situations that benefit a third party through acts that generate a conflict of interest for, compromise or harm the organization. In any of the following instances it is best to accept the separation from the conflict, and if it is needed, the resignation of the member from the organization.

A. USE OF MEMBERSHIP FOR PERSONAL BENEFITS

The leaders of Active 20-30 International, the National Associations and the clubs must recognize in the fulfillment of their duties any situation that may affect their objectivity as an authority figure. Among them:

- Be judge and jury.
- Campaign on behalf of a member while harming another member.
- Promise payments, grant privileges or any other resources in exchange for support for a proposal or initiative they are undertaking as part of their role or responsibilities.
- Request privileges or special considerations above those established by the bylaws and policies.
- Use the funds of the club for matters foreign to the organization.
- Use the assets and resources of the club for personal benefits.
- Acquire assets or services that belong to the organization without first arranging an open bidding process that is transparent and has no limitations.
- Be a part of organizations whose initiatives compete or are similar to those performed by Active 20-30.

B. ACCEPTING PRIVILEGES

Active 20-30 does not approve of its members or employees promising or receiving commissions, privileges and/or gifts, be it directly or indirectly, for the purchase or acquisition of assets and services where the organization is involved. Any return of money due to a discount on early payment, large purchases, etc. must be returned to the organization, even if the corporation issues it to a particular member. In all instances, all terms of a negotiation agreement between a club and a corporation must be in line with moral and ethical principles, where the objectives of Active 20-30 prevail.

Any prize, trophy or award that is issued to an Active 20-30 club, or a member of a club in representation of his/her club, is an exclusive property of such club, and no member should make it his/her property or use it. The awards that the organization gives to the members for their work as part of their clubs are indeed the property of the members.

C. DIVULGING INSTITUTIONAL INFORMATION



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All matters of an Active 20-30 club must be discussed and determined in their assemblies, and any information resulting from those scenarios should be transmitted through institutional channels, via a formal request, memorandum, report, statement, financial report, etc. The leaders of the organization should be watchful so that all information that is issued is truthful and does not attempt to hide any anomalies or to create non-valid expectations.

All information coming from the clubs should be handled in an ethical and appropriate fashion by the leadership of such clubs, and no information will be permitted to be used with a commercial nature, or with the purpose of research by people not affiliated with the organization, or any other use that is different from the purpose for which it was created.

By accepting this code of ethics and conduct, each member is agreeing to not publicize the topics that are discussed, or the resolutions that are decided upon in the organizations in which he/she participates, and that it is only the right of the leaders of each club to offer the information that they agree to give through the appropriate means.

CHAPTER 7: EDUCATION AND TRAINING.

Active 20-30 is dedicated to ensuring the safety of our members. In order to ensure a safer environment, all Active 20-30 members should aspire to complete the Ethics and Conduct training annually to help them understand their rights and responsibilities under these guidelines. This training will be mandatory for all members in leadership positions: International President and board members, Council of National Presidents, National Board members and Club presidents and board members.

CHAPTER 8: COMPLAINTS

Before raising a complaint, the Active 20-30 member is encouraged, if it is possible to speak directly to the person whom he/ she / they believes is violating the Ethics and Conducts Guidelines and explain clearly what aspect of the person's behavior is unacceptable, or is causing offence, and request that it stop. It may be that the person whose conduct is causing offence is genuinely unaware that his/ her/ their behavior is unwelcome or objectionable and that a direct approach can resolve the matter without the need for formal action.

Where a member would like support to make such an approach, he/ she/they should contact an International, National or local board member.

If, however, the Active 20-30 member feels unable to take this course of action due to the nature of the issues, or if he/ she/ they has already approached the person to no avail, or if the violation is of a very serious nature, or feels unable to because of their position, he/ she/ they may raise a complaint.



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The online complaint form for Active 20-30 International is located in the Members section of the official Active 20-30 international website: <https://activo2030int.com/documents/>. The form shall be sent to the Active 20-30 Club or National President and National President-Elect and when required to the International President and International President-Elect.

A. MANDATORY REPORTER.

Members who hold a position on the international, national or club board of directors are obliged to report situations where they have witnessed a violation of these guidelines and file a written report. Active 20-30 must take reasonable steps to protect its members and guests, and to ensure the safety and well-being of its members. The member reporting the harassment shall be invited to file a formal complaint and be provided with the appropriate forms to make such a complaint.

If a formal complaint was filed, the complaining party and accused shall be provided written notice of the action taken pursuant to this policy. The details and reports of the investigation shall be provided to the complainant and accused to the extent directed by the International or National Board in its sole discretion.

B. NO RETALIATION.

Active 20-30 prohibits retaliation for reporting perceived violations of these guidelines or cooperating in any way in the investigation. If you believe someone has violated this no-retaliation policy, you should bring the matter to the immediate attention of the Club, National or International Active 20- 30 President, a member of the International or National Board of Directors, or the local club President. The filing of a willfully false or misleading complaint pursuant to this policy may result in disciplinary action as set forth in Active 20- 30 Bylaws and policy.

CHAPTER 9: SANCTIONS REGIME

Not fulfilling or having infractions to the guidelines laid out in this code of ethics and conduct would generate situations that considerably affect the operations, good functioning, credibility and public image of Active 20- 30 and its members. Therefore, to ensure the faithful observation of this code, the following sanctions regime has been established and described as follows:

A. CATEGORIES OF VIOLATIONS:

In the following tables we have outlined potential infractions to each of the chapters of this code, as well as the level of seriousness with which each infraction will be considered, depending on the number of occurrences. Minor violations will be highlighted in , moderate violations in YELLOW, and severe violations in .



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Infraction	1st Occurrence	Recurrence	2 nd Recurrence
Disrespect, harm, destroy or steal the symbols of the organization.	Written reprimand and the replacement of the symbols in question.	Definite expulsion and the acknowledgement as a person "not welcomed" in the organization.	
Not fulfill one's oath as a national officer.	Written reprimand from the National President.	It is the decision of the National President if he/she desires to replace the officer or not.	
Not fulfill one's oath as an international officer.	Written reprimand from the International President	It is the decision of the International President if he/she desires to replace the officer or not.	
Not acknowledge the decision of the majority.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	90-day suspension.
Be judge and jury in any situation within the organization	Immediate end to the person's decision-making power, which should be instead delegated to someone else who does not have conflict of interest.	The case should be heard by the member's club's Board of Directors, or by an ethics committee that is formed and chosen for the occasion by the national or international council of presidents (as applies). If it is a national or international matter, the considerations of the ethics committee must be presented to the council of national or international presidents for their evaluation and decision.	
Swear in as a member a person who has been expelled from another club.	Revoke the membership of that person immediately.	The case should be heard by an ethics committee that is formed and chosen for the occasion by the national or international council of presidents (as applies). The considerations of the ethics committee must be presented to the council of national or international presidents for their evaluation and decision.	



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Attempt to disaffiliate an Active 20-30 club from its National Association and/or the objectives and principles of the organization.	The case should be heard by an ethics committee that is formed and chosen for the occasion by the national council of national presidents for their evaluation and decision.		
Cause delays in the activities of one's club due to unpunctuality.	Verbal reprimand.	Written reprimand.	30-day suspension.
Use inappropriate clothing that could affect the image of the organization.	Use inappropriate clothing that could affect the image of the organization.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	90-day suspension.
Dishonest behavior in one's personal or professional life.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Definite expulsion.	
Be involved in a public scandal outside of the organization.	Evaluation by the Board of Directors of the member's club. It is recommended that the member be suspended until the situation is clarified.	Definite expulsion.	
Be related by blood or professionally to someone who is publicly connected to a crime.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Invite to a meeting with his/her club's Board of Directors, and subject to definite expulsion.
Hide or destroy documentation that is relevant for the organization.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	6-month suspension.	Definite expulsion.
Submit false information in the reports one issues to the organization.	Written reprimand, where the member in question is asked to recant or acknowledge the error.	invite to a meeting with the National or International President (as it applies), and subject to suspension.	Definite expulsion.
Falsify any document, report or statement addressed to any officer of the organization.	Written reprimand, where the member in question is asked to recant or acknowledge the error.	Invite to a meeting with the National or International President (as it applies), and subject to suspension.	Definite expulsion.
Not say the truth when one is questioned about	Written reprimand.	Invite to a meeting with his/her club's Board of	Definite expulsion.



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matters related to the organization.		Directors, and subject to suspension.	
Lie about one's address, age, or any other personal matter that may affect one's membership in Active 20-30.	Written reprimand, where the member in question is asked to recant or acknowledge the error.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Definite expulsion.
Not denounce any action that is harmful to the organization, being aware of it.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Definite expulsion.
Be involved in any transaction that is related to money laundering.	Definite expulsion.		
Accept bribes to change the decisions of the majority.	At the request of the member in question, the case should be heard by the member's club's Board of Directors, or by an ethics committee that is formed and chosen for the occasion by the national or international council of presidents (as applies). If it is a national or international matter, the considerations of the ethics committee must be presented to the council of national or international presidents for their evaluation and decision.		
Boycott the good development of an activity of the organization.	Verbal reprimand.	Written reprimand.	The case should be heard by the member's club's Board of Directors, or by an ethics committee that is formed and chosen for the occasion by the national or international council of presidents (as applies). If it is a national or international matter, the considerations of the ethics committee must be presented to the council of national or international presidents



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			for their evaluation and decision
Take advantage of one's condition as a representative or delegate of one's club for personal benefit.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	6-month suspension.
Take advantage of the relationship with suppliers and/or donors for personal benefits not related to the organization.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	6-month suspension.
Use the media to offer inadequate information that could be harmful to the organization.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	90-day suspension.
Divulge institutional information without previous authority from its responsible parties.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	90-day suspension.
Commit one's club to engaging in joint activities with other organizations without them being previously approved by the appropriate channels.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	90-day suspension.
Use the structure and symbols of the organization to promote religious activities, with the goal of recruiting members for a particular religion or sect.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Definite expulsion.
Use the structure and symbols of the organization to promote political activities or leaders, with the goal of recruiting members for one's political agenda.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Definite expulsion.
Disrespect a member, verbally or in writing.	Written reprimand.	Disrespect a member, verbally or in writing.	Definite expulsion.



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Disrespect several members, verbally or in writing.	Written reprimand.	Disrespect several members, verbally or in writing.	Definite expulsion.
Divulge private information about a member with harmful intentions.	Written reprimand.	30-day suspension.	Definite expulsion.
Divulge false information about a member.	Written reprimand.	90-day suspension.	Definite expulsion.
Use institutional information to harm the credibility or public image of a member or affiliate.	Written reprimand.	Written reprimand.	Definite expulsion.
Use any type of tool or medium to affect the dignity of a member.	Written reprimand.	90-day suspension.	Definite expulsion.
Use a position of privilege against a member or club.	At the request of the member/club in question, a written reprimand will be issued requesting the immediate suspension of the action against a member or club.	At the request of the member/club in question, the case should be heard by the member's club's Board of Directors, or by an ethics committee that is formed and chosen for the occasion by the national or international council of presidents (as applies). If it is a national or international matter, the considerations of the ethics committee must be presented to the council of national or international presidents for their evaluation and decision.	
Not agree to share with fellow members any information destined to the members.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	6-month suspension.
Attempt to coax the freedom of expression of the members, beyond the limits that are allowed by this code and any other guidelines of the organization.	Verbal reprimand.	Written reprimand.	The case should be heard by the member's club's Board of Directors, or by an ethics committee that is formed and chosen for the occasion by the national or international council of presidents (as applies). If it is a national or international matter, the consideration of the ethics committee must be presented to the council of national or international presidents for their evaluation and decision.



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Not agree to give reports on the management of club funds.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Definite expulsion.	
Not be transparent in the use of resources that one is entrusted.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension	6-month suspension.
Accept commissions, gifts or any other type of good in exchange for establishing a commercial relationship with the club.	Written reprimand.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	6-month suspension.
Use information of a commercial character that belongs to the clubs for personal benefit without the approval of the appropriate parties	Written reprimand.	Onvite to a meeting with his/her club's Board of Directors, and subject to suspension.	90-day suspension.
Use club funds without prior approval by the appropriate parties.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Invite to a meeting with his/her club's Board of Directors, and subject to definite expulsion.	Definite expulsion.
Receive compensations or commissions for transactions with the organization.	6-month suspension, and return of the money to the organization.	Definite expulsion.	
Alter the prices of goods and services acquired through a dishonest agreement with a supplier, to harm the organization.	6-month suspension, and repair of the alteration	Definite expulsion.	
Use the assets and/or funds of the organization for personal matters without previous authorization by the appropriate parties.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Definite expulsion.	
Use the assets and/or funds of the organization to benefit or harm the actions of a member or club.	At the request of the member/club in question, the case should be heard by the member's club's Board of Directors, or by an ethics committee that is formed and chosen for the occasion by the national or international council of presidents (as applies). If it is a		



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	national or international matter, the considerations of the ethics committee must be presented to the council of national or international presidents for their evaluation and decision.		
Be an employee and a member of a club at the same time.	Immediate disassociation of one of the two roles.		
Solicit or receive funds for the organization, knowing that such funds come from illegal sources.	Invite to a meeting with his/her club's Board of Directors, and subject to suspension.	Definite expulsion.	
Actions of Harassment and/or Discrimination	The International or National President (as applies) should appoint a Special ad hoc committee to act as mediator and coordinate a process of analysis and review of the complaints received. Refer to Chapter 5 / Section 6		

Any situation that has not been included in this list of possible infractions to the code of ethics and conduct are subject to be reviewed by the Board of Directors of a club, or to the creation of a national or international ethics committee chosen by the council of national or international presidents (as it applies).

B. GOVERNABILITY

Governability refers to the parties and/or subjects that will enforce what has been established in this code of ethics and conduct, and in the bylaws and any other guidelines of Active 20-30 International.

- Board of Directors of a club: The Board of Directors is responsible for overseeing all administrative processes of a club. Its responsibilities are diverse and should be outlined in the bylaws for each club. Every Board of Directors must be expected to enforce what is established in this code of ethics and conduct, in as far as the internal matters of its club entails.
- Council of National Presidents: It is the organism that rules each National Association. The National President should, therefore, implement the decisions made by this council. Each council of national presidents must be expected to enforce what is established in this code of ethics and conduct, in as far as the internal matters of their Association entails.
- Council of International Presidents: It is the organism that rules the Active 20-30 International organization. The International President should, therefore, implement the decisions made by this council. The council of international presidents must be expected to enforce what is established in this code of ethics and conduct, in as far as the matters of the organization entails.



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ACTIVE 20-30 OFFICIAL COMPLAINT FORM

This form will be forwarded to the Club or National President, National President Elect for review. One of the presidents will reach out accordingly.

Your name		Club Name	
Phone		Email	
Names of all parties involved			
Date and time of incident		Location of incident	
Describe the Concern or Incident:			
Describe Efforts Made to Resolve Issue:			
Is there Someone on the Board that you Feel Would Have a Conflict of Interest? Please Name Them:			

Please email the completed form to your Club President, National President and National President-Elect, International President and International President-Elect as applies.