



Community Organized Relief Effort

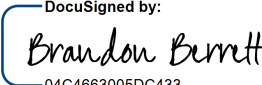
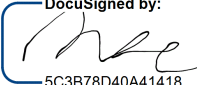
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CODE OF CONDUCT

Standards of conduct are necessary for the successful operation of CORE’s business and for the safety of all staff members. All staff of CORE are expected to render services in an honest, efficient, and effective manner, and are responsible for adhering to CORE policies, rules, and management directives regarding job duties and procedures.

Our Values

CORE expects all employees to adhere to the following values:

- Treat all people and property with respect and care.
- Be honest.
- Communicate and perform all duties in a respectful, safe, polite, kind, competent, reliable, and professional manner.
- Exercise good judgment with all decisions.
- Follow all CORE policies.



The code cannot cover every applicable law and policy or provide answers to all questions that might arise.

Responsibilities

Everyone is responsible for knowing and abiding by the standards set forth in this Code of Conduct. CORE has many resources in place to answer questions and guide staff through difficult situations - including managers or a senior member of management.

Copies of this Code of Conduct are available on CORE's SharePoint site or can be requested by contacting a member of Human Resources.

Reporting Violations and Seeking Guidance

If you know or suspect a violation of applicable laws or regulations, this Code of Conduct or any other CORE policies, staff members are immediately required to report that information to their manager, Human Resources at Headquarters or through CORE's reporting hotline and website. ***CORE prohibits retaliation against employees because of a good faith report of suspected misconduct.***

If you have questions about this Code of Conduct or any CORE policy or if you are unsure about the best course of action in a particular situation, contact your manager, a member of senior management and/or Human Resources at Headquarters or CORE's Reporting Hotline and website.

Reporting Hotline and Website

CORE has a 24-hour reporting hotline and dedicated website, where a staff member or anyone aware of concerns can use to report violations of this Code of Conduct, applicable laws, or any of our policies. The hotline/website can be reached from anywhere:

- Corerresponse.ethicspoint.com
- Corerresponsemobile.ethicspoint.com
- If you cannot access the hotline or website, you can:
 - Talk to your direct manager/supervisor or another member of management you are comfortable speaking with;
 - Talk to a member of CORE's senior management team.

Investigations of Suspected Violations

Reported violations will be appropriately investigated and treated confidentially to the extent reasonably possible. You have a duty to communicate honestly and cooperate fully in CORE investigations and audits. It is also important that you *do not attempt* to conduct your own preliminary investigations. Investigations often involve complex legal issues, and acting on your own may compromise the integrity of an investigation and harm CORE.

Violations

Subject to applicable law, employees who violate this Code, other CORE policies or the law may be subject to disciplinary action, up to and including termination.

Responsibilities of Supervisors

Those who supervise others have additional responsibilities under the Code. They should:

- Be a positive role model, exemplifying ethical behavior through their own conduct and their oversight of others.



- Ensure that those who report to them have sufficient knowledge and the resources needed to follow the Code of Conduct's standards.
- Maintain compliance of the staff they manage.
- Enforce the Code of Conduct policies consistently and fairly.
- Support staff who, in good faith, raise questions or concerns.

Corporate Accountability

CORE is committed to the highest possible standards of ethical and legal business conduct by actively promoting compliance with all applicable laws, rules, and regulations that govern our business. In accordance with our values, it is important that CORE provides employees with a mechanism by which they can raise a matter regarding possible concerns they have relating to conduct they perceive to be unethical or other issues (e.g., financial/accounting, internal controls, or auditing matters). All employees are expected to report any conduct or activity that may:

- Constitute fraud (e.g., corporate fraud or any other act of corporate dishonesty).
- Constitute an unethical business practice or conduct.
- Constitute a quality or integrity issue with respect to our accounting, auditing, or financial reporting controls or procedures.
- Violate federal, state, or local law or regulation.
- Pose a risk or danger to the health and/or safety of employees and/or the public.

There are a number of avenues for employees and others to report these concerns:

- Your direct manager/supervisor or another member of management you are comfortable speaking with.
- EthicsPoint at:
 - Corerresponse.ethicspoint.com.
 - Corerresponsemobile.ethicspoint.com.
- A member of CORE's senior management team.

When bringing forward a concern of this nature, employees are asked to provide as much information as possible. CORE will investigate, and take corrective and disciplinary actions, if appropriate under the circumstances. CORE will strive to maintain confidentiality throughout the investigative process to the extent practicable. However, our duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know, and therefore confidentiality cannot be guaranteed.

CORE will not tolerate retaliation against employees for bringing forward concerns pursuant to this Code of Conduct in good faith. Employees who believe they are being retaliated against should contact Human Resources immediately. Additionally, to the extent any applicable federal, state, or local law imposes requirements that differ from those set forth in this Code of Conduct, those requirements are incorporated by reference into this policy.

Standards of Conduct

All conduct injurious to the security, safety, and welfare of CORE employees and/or CORE operations is prohibited. The following conduct is prohibited and will not be tolerated by CORE. This list of prohibitive conduct is illustrative only and is not intended to be exclusive; such rules cannot identify every type of prohibited conduct and performance. Such conduct includes, but is not limited to:



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1. Knowingly falsifying, removing, altering, or destroying information related to CORE business, operations, beneficiaries of CORE's services, employees, payroll or work-related records or reports, including materials prepared or submitted in connection with applying for a position with CORE.
2. Misrepresentation or withholding of pertinent facts in securing employment.
3. Willful or negligent violation of CORE policies and procedures, operating rules, or related directives.
4. Negligence in the performance of duties, including failure to perform assigned tasks or training or failure to discharge duties in a prompt and reasonable manner.
5. Failure to carry out a lawful work-related directive from a manager/superior, except where compliance may reasonably jeopardize the employee's safety.
6. Unsatisfactory job performance, including failure or refusal to improve job performance in accordance with written or verbal direction.
7. Engaging in unlawful conduct during working time or on CORE premises or in relation to another employee.
8. Any conduct in violation of the Assignment of Media Rights and Protection of CORE's Business Interests (which must be signed by all employees as a condition of employment/continued employment).
9. Soliciting outside work for personal financial gain during working time.
10. Engaging in conduct that adversely affects the employee's performance for CORE or otherwise creates a conflict of interest, or participating in any other off-duty employment that interferes with the employee's work schedule at CORE.
11. Use of an employee's positions, titles, services, or access to amenities in any manner that could be considered to create an actual or potential conflict of interest or ethical violation. For example, employees should not offer members of the public preferential treatment for any reason. Employees should not engage in any confidential or side transaction with members of the public related to their duties.
12. Violation or neglect of safety rules or contributing to hazardous conditions, including but not limited to failure to promptly report a work-related injury or accident.
13. Any act or conduct that violates CORE's policy against discrimination and harassment, including conduct that is discriminatory or harassing in nature toward another individual.
14. Any act or conduct that violates CORE's policies or other laws and regulations relating to drugs, alcohol, smoking, or vaping.
15. Engaging in unlawful unfair competition and/or disclosure of CORE trade secrets, proprietary and/or confidential information.
16. Participating in horseplay or harmful or distracting practical jokes on CORE time or on CORE premises.
17. Any act or conduct that violates CORE's policy prohibiting workplace violence, including but not limited to threatening employees or others; using abusive language at any time while



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performing duties for CORE or while on CORE premises; or possession, display, threatening to use or actual use of explosives, firearms or other dangerous weapons or materials while on the job or on CORE property.

18. Use of electronic resources (email, phone, text, voicemail) to engage in harassment, discrimination, abuse or violence directed at another employee or third party related to CORE operations.
19. Engaging in conduct directed toward the public or other employees that is harassing, discriminatory, violent, bullying, threatening or intimidating others.
20. Making maliciously false or derogatory statements that may damage the integrity or reputation of CORE or an employee.
21. Use of CORE vehicles or vehicles rented for business travel or supporting operations without prior approval, or unlawful operation of said vehicles.
22. Suspension of driver's license where job duties require driving.
23. Careless, negligent, or improper use of CORE property, equipment or funds, including unauthorized risk of damage to property.
24. Theft or unauthorized removal or use of CORE property or that of our agents, business partners, the people we serve, etc.
25. Use of CORE property or labor for personal gain, or for any purpose not necessary in the approved course and scope of the performance of the employee's duties for CORE.
26. Sleeping or malingering while on the job or general lack of productivity.
27. Committing a fraudulent act or a breach of trust under any circumstances affecting CORE.
28. Filing a false claim for workers' compensation benefits.
29. Violation of the attendance, meal/rest, or timekeeping policies.
30. Misrepresentation of qualifications, employment history, experience and education when applying for employment, transfer, or promotion.

This Code of Conduct does not alter CORE's policy of at-will employment. CORE reserves the right in its sole discretion to issue any type of disciplinary action it deems appropriate in response to any conduct violations or performance issues. The types of disciplinary action that may be issued, in any order, include the following: oral or written reprimand, pay reduction, disciplinary demotion, suspension with or without pay and termination of employment. However, no particular disciplinary step(s) need be taken prior to terminating an employee, as all employees are employed at-will and thus may be terminated or quit with or without notice or cause. CORE does not maintain a progressive discipline policy.