

**CODE OF CONDUCT
OF
THE COLORADO PUBLIC HEALTH ASSOCIATION,
a Colorado Nonprofit Corporation**

The Colorado Public Health Association (“CPHA”) is committed to high business and ethical standards for its directors, officers, employees, volunteers, and members (each, a “Non-Profit Individual”). Non-Profit Individuals have long been champions of collaboration and commitment to public health. By continuing to promote a culture of respect, responsibility, fairness and honesty, we aim to maintain an environment and member experience that engenders trust, confidence and performance excellence. We believe we have greater potential for impact when we create a diverse community committed to exploring different perspectives, sharing ideas and collectively solving problems. As a result, CPHA has adopted, and is committed to implementing, the following Code of Conduct.¹ Non-Profit Individuals are responsible for holding themselves and one another to these standards. All CPHA Members and/or attendees at CPHA events, must comply with this Code of Conduct. Failure to comply with this Code of Conduct may result in disciplinary actions, including the termination of membership, status or affiliation with CPHA. CPHA reserves the right to amend, alter, or terminate this Code of Conduct at any time and for any reason.

1. Values



2. Standards

Individuals associated with CPHA will adhere to the following standards when conducting CPHA business or attending CPHA-sponsored events, whether in person, online or in written and/or verbal communication:

¹ This Code of Conduct is adapted from the American Public Health Association 2023 Code of Conduct.

- Conduct oneself in a manner that is representative of CPHA's core values in all circumstances.
- Aim for consensus and compassion in all interactions.
- Be transparent and honest in conducting business, and make commitments and promises in good faith.
- Encourage equitable access to leadership and engagement opportunities, as well as meetings and events. Promote shared decision-making, information, and resources.
- Enable and encourage all to bring forth ideas regardless of education level or professional experience. Respect diversity and foster inclusion.
- Inform oneself of norms and customs of others, and avoid engaging in behavior that may be considered disrespectful or intimidating.
- Listen to other points of view and seek to understand them.
- Avoid interruptions and take action to allow people to be heard.
- Engage people respectfully in discussion. If you disagree with someone or something being stated, stay focused on the topic and not on personal feelings.
- Respect other individuals' time by adhering to timeline, being on time to meetings and events, and staying present and providing information in a timely manner. In the event of not being able to meet agreed upon timelines, communicate with impacted CPHA members as promptly as possible.
- Harassment, including abusive language or behavior, repeated, unwanted communications, offensive language or contact, and acts of outward disrespect or hostility, is unacceptable and will not be tolerated.
- Racist, sexist, homophobic, transphobic, ageist, ableist or any other type of discriminatory statements or actions are unacceptable and will not be tolerated. CPHA is deeply committed to equality and inclusion of all Non-Profit Individuals regardless of race, national origin, religion, sex, age, disability, sexual orientation, gender identity, or political affiliation.
- Retaliation towards any Reporting Member (as defined in Section 3) for reporting Concerns (as defined in Section 3), perceived Concerns, for filing a Reportable Matter (as defined in Section 3), or participating in any investigation of incidents of Concerns is not permitted. Reports of retaliation by one accused of Concerns will be promptly and thoroughly investigated as consideration for termination of CPHA membership.
- Protect CPHA Proprietary Information. "Proprietary Information" includes, but is not limited to, intellectual property, trademarks, copyrights, Non-Profit Individual-created work material, business plans, marketing plans, service plans, designs, databases, records, and unpublished or published financial data and reports. Any work product created on behalf of or for the benefit of CPHA by a Non-Profit Individual is the property of CPHA and may not be used for personal benefit. Violation of this standard is grounds for termination of a Non-Profit Individual's CPHA membership, status or affiliation.
- Individuals shall not use CPHA mailing lists, CPHA e-mail lists, or CPHA committee listservs for efforts not related to forwarding CPHA business.
- Protect and maintain all confidential information entrusted to you, except when disclosure is authorized by the CPHA Board of Directors or required by laws or regulations.

- Conduct that detracts from the CPHA Board of Directors' right to manage CPHA and preserve its integrity and repeated violations of any of the standards listed above will not be tolerated.

3. Reports

Pursuant to the CPHA Code of Conduct Policies and Procedures, any Non-Profit Individual of CPHA may submit Concerns regarding Reportable Matters of another Non-Profit Individual of CPHA (a "Reporting Member"). Reportable Matters means the receipt, retention and treatment of any concerns, issues, or complaints (together "Concerns") regarding violations of this CPHA Code of Conduct. The Reporting Member must submit the Concerns in writing, by regular mail, or electronic mail, or by recorded verbal submission. . While measures to maintain confidentiality of reporter(s) will be taken, anonymous reporting is not possible. Please refer to the [CPHA Whistleblower Policy](#) in our policy manual regarding measures to protect reporters from retaliation.

A Reporting Member may submit Concerns under this Code of Conduct and the CPHA Code of Conduct Policies and Procedures through any of the following channels:

- a) Electronically filing a report, using the [following link](#).
- b) By regular mail addressed to: Conduct Compliance Team: PO Box 745475, Arvada, CO 80006
- c) By email addresses to the Conduct Compliance Team at: ExecutiveCommittee@coloradopublichealth.org
- d) By recorded verbal submission at 303-339-0391. A copy of the report will be delivered to the complainant to approve before submission to the Conduct Compliance Team.
- e) If a Reporter's Concern includes or implicates the CPHA President, Officers, Staff members and/or members of the Conduct Compliance Team, outlined in the above process, every measure will be made to exclude those to create a fair investigation and process.

The report should contain as much detail as possible to allow for proper assessment. The report should be candid and include all relevant information regarding the Concern. The President will receive the report, unless the report is about the President, then the Health Equity Officer will receive the report. All reports will then be directed to the Conduct Compliance Team. Responses to complaints and/or reports will be expedited by the Conduct Compliance Team within 30 days of filing. If a violation of this Code of Conduct is substantiated via investigation and due process, appropriate disciplinary action, up to and including termination of membership, status and/or affiliation with CPHA will be taken.

A full description of the CPHA Code of Conduct Policies and Procedures for filing, investigating, and resolving a Concern is attached hereto as [Exhibit A](#) and hereby incorporated by reference in its entirety.

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Exhibit A

CPHA Code of Conduct Policy and Procedures

(see attached.)