

PSIA-NRM CODE OF ETHICS FOR EMPLOYEES AND VOLUNTEERS

From Section 2.5 of the PSIA- NRM Rules and Regulations.

A full copy of the Rules and Regulations can be found on the NRM website.

2.5. CODE OF ETHICS FOR EMPLOYEES AND VOLUNTEERS. Each employee and volunteer of the Association must sign a copy of the code of ethics, and they shall retain a copy of the code of ethics for future reference. The distribution of code of ethics and the collection of signatures is the responsibility of the employee's or volunteer's supervisor. For example, committee chairpersons shall distribute the code of ethics to their clinicians and examiners, the Board President shall distribute the code of ethics to the Board of Directors, officers and the Executive Director, and the Executive Director shall distribute the code of ethics to other employees and volunteers. If the code of ethics undergoes substantial revisions, then the new version shall be signed by all employees and volunteers.

2.5.1 PURPOSE. By adopting this code of ethics, the Northern Rocky Mountain division of PSIA/AASI intends to provide a guideline for professional conduct for our employees, officers, Board of Directors, committee chairperson, examiners and clinicians, and volunteers (hereafter referred to as "employees and volunteers.")

2.5.2 MISSION AND VALUES. It is expected that the volunteers and employees of PSIA/AASI-NRM conduct themselves in ways that reflect favorably upon the organization and the mission of PSIA/AASI-NRM. The following values are essential to the mission of PSIA/AASI-NRM and must be upheld:

- **TEAMWORK.** Cooperation and collaboration are essential in our volunteer-based organization and we can only succeed if we operate as a team. Cooperation with other members of the team in the delivery of professional products and service is expected of all those that represent PSIA/AASI – NRM.
- **RESPECT.** We respect and value others, while acknowledging differences in abilities and personal beliefs.
- **MEMBER SERVICE.** We strive to provide a high quality, cost effective service and we respond to member needs with courtesy and professionalism.
- **ACCOUNTABILITY.** We take responsibility for our actions (or inactions) and their impact on others.
- **INTEGRITY.** We must conduct ourselves as professionals at all times, both on the slopes and off. Honesty, fairness, commitment and professionalism are all components of integrity and we must embody these traits.

2.5.3. CONDUCT ON THE JOB. The mission and values are stated above direct conduct while working for or representing PSIA/AASI-NRM. Employees and volunteers are expected to comply with these directives. Likewise, courtesy of volunteers and co-workers is expected of employees and volunteers at all times. The following is a partial list of what PSIA/AASI-NRM deems unacceptable.

- Harassment
- Poor performance
- Falsification of any document or policies
- Theft
- Deliberate or careless damage or destruction of any employee or property
- Provoking a fight or demonstrating other hostile behavior
- Causing, creating or participating in a disruption of any kind

- Insubordination, including but not limited to failure or refusal to obey the instructions of the supervisor, mission statement or any other person of management
- Using objectionable language
- Committing a breach of trust, fraudulent or unlawful act under any circumstances. Some specific violations by employees and volunteers may include but are not limited to:
 - Allowing the use of their name or likeness in such a manner as to misrepresent ski or snowboard merchandise or otherwise mislead the public concerning a given product.
 - Allowing themselves to speak for PSIA/AASI-NRM as a whole, rather than representing only their specified role within the organization.
 - Abuse any privilege that they may be extended as a result of their membership in PSIA/AASI.
 - Misrepresenting their professional status, competence, or experience in applying for or maintaining an employment position where such a background is a factor.
 - Disclosing drafts of policies, e-mails, meeting minutes and other NRM business materials to members before those materials are to be distributed to the general membership.
 - Disclosing confidential NRM matters to members.
 - Propagating negativity or ill-will regarding PSIA/AASI programs, policies or decisions to members.
 - Treating a fellow employee or volunteer with disrespect or dishonesty.
 - Misrepresenting themselves in any way to PSIA/AASI.
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2.5.4. CONFLICT OF INTERESTS. Transactions in which PSIA/AASI-NRM is involved should not be influenced, or reasonably appear to be influenced by, a member's personal interests or relationships. All employees and volunteers, especially those in positions of trust, should ensure that their actions remain above reproach.

- A. Examiners and clinicians must treat each and every clinic or exam participant objectively, regardless of their personal or professional relationship with the participants.
- B. NRM employees and volunteers may not use their status within PSIA/AASI for personal gain.
- C. NRM employees and volunteers must clearly understand the difference in their roles when working for their own Snowsports school and when representing PSIA/ AASI-NRM.
- D. Employees and volunteers must disclose and take steps to avoid any conflict of interest.

2.5.5. VIOLATIONS. Violation of the code of ethics may result in disciplinary action, up to and including termination of employment or volunteer status. This statement does not alter the policy of employment at-will or volunteer status.

2.5.6. SIGNATURE.

PSIA/AASI Northern Rocky Mountain Division

Acceptance of code of conduct and conflict of interest statements

I have read the Code of Ethics for Employees and Volunteers and I agree to abide by it.

Name: (please print): _____

Signature _____

Date _____