

# CODE OF ETHICAL CONDUCT FOR THE NORTHERN CALIFORNIA FRAUD INVESTIGATORS ASSOCIATION

## **BACKGROUND**

As an anti-fraud industry association, it is imperative that the conduct and ethical behavior of the members of the Northern California Fraud Investigators Association (hereinafter “the Association”) be beyond reproach and free of any impropriety. The Board of Directors of the Association is responsible for creating an environment that fosters the highest level of conduct and behavior for the officers, members of the Board of Directors, committee chairpersons, committee members, volunteers and members of the Association.

## **POLICY STATEMENT**

The Association believes that the members of the Association have a responsibility to demonstrate the highest standards of professional and personal conduct in order to preserve the integrity of the Association and to maintain respect for anti-fraud professionals in general. To this end, the Board of Directors of the Association have resolved that all members of the Association shall adhere to the following Code of Ethical Conduct as a condition of membership and as a sign of commitment to the principles set forth.

## **CODE OF ETHICAL CONDUCT**

All members of the Association agree to adhere to the following ethical guidelines as a condition of membership:

### ***General***

1. I will always hold the betterment of the membership of the Association as my priority, including during all participation in discussions and voting matters. In any act or decision made by me in connection with the Association, I will always act in the best interests of the Association.
2. I recognize that as a member of the Association, I am obligated to act in a manner which will bear the closest public scrutiny and at all times must avoid any appearance of a conflict of interest or impropriety.
3. As a member of the Association, it is my responsibility to contribute to the Board of Directors of the Association any suggestions or recommendations of ways to improve the Association’s policies, standards, practices or Code of Ethical Conduct.

4. If I am called upon to serve as an officer, director, committee chairperson, committee member, or any other position of responsibility with the Association, I will not abuse such position by suggesting to any person that I am entitled to or expect any special treatment beyond a regular member of the Association. I will participate fully in the business of the Association to which I am responsible, will represent all members of the Association in a fair and consistent manner, and will refrain from promoting personal interests, favoritism, and biases.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to my membership in the Association in general, and specifically with respect to any matter being discussed in my presence during a meeting.
6. I will conduct all transactions for the benefit of the Association and the members it serves, without prejudice or thought of personal gain.
7. I will be respectful of others, show concern for their well-being, encourage participation in the Association among the members of the Association, and will refrain from discriminatory, harassing, or insensitive behavior.
8. I will comply with all established operating policies and procedures of the Association. If called upon to explain conduct or behavior, I will cooperate fully with any investigation and will truthfully answer all questions put to me on the issue.
9. I will report conduct or behavior that crosses ethical boundaries to the Board of Directors of the Association or to the President of the Association, as appropriate.

### ***Information***

10. If called upon to serve as an officer, director, committee chairperson, committee member, or other volunteer, I will not knowingly take advantage or benefit from information that is obtained in the course of my official duties and responsibilities that is not generally available to the members of the Association.
11. I will be alert to information which the Association can use to develop improved policies and strategies.
12. I will protect the Association information closely and will not release or share confidential information without the permission in writing of the person who provided it.

13. I will maintain confidential all information which the Board of Directors of the Association deems ought to be kept confidential.
14. I understand that the purpose of the Association is to increase the effectiveness of fraud investigation and prosecution through continuing education and networking among anti-fraud professionals. I will encourage full and open participation by members in Association functions and will not use information acquired through the Association to the prejudice of any member.

### ***Resources***

15. I will be mindful of the Association resources placed in my trust on behalf of the Association, and will help to establish policies which ensure that such resources are secure and protected.
16. If placed in a position involving the distribution of gifts, gratuities, favors, perquisites or benefits to members of the Association or others, I will make such distributions on a fair and equitable basis and will not allow personal gain, favoritism, prejudice or bias affect any decisions.
17. I expect to be reimbursed for legitimate expenses incurred by myself for the sake of the Association. I understand that I will incur such expenses only when authorized by the Board of Directors of the Association or a committee chairperson and will do so in accordance with the bylaws of the Association. I will keep all such expenses reasonable and justifiable and will discuss such expenses if questioned by a committee chairperson or the Board of Directors of the Association.

### ***Gifts and Hospitality***

18. I will not seek gifts, gratuities, favors, perquisites or benefits for myself, my family or my friends from a person or organization having or seeking to have business with the Association.
19. Should business associates or others offer me gifts, gratuities, favors, perquisites or benefits on a personal basis because of the business the Association does with them, I will recognize that such offers may be an effort to secure advantage from me, and I will reject such offers on the basis that it is against the Association's policy to accept such personal gifts, gratuities, favors, perquisites or benefits from such contacts. The most I will accept on a personal basis will be normal promotional handouts of a nominal value.
20. I will report all gifts, gratuities, favors, perquisites or benefits offered to or accepted by me on behalf of the Association to the Board of Directors of

the Association or the appropriate committee chairperson. I understand that the failure to report a gift, gratuity, favor, perquisite, or benefit accepted on behalf of the Association is against the policies of the Association.

### ***Representing the Association***

21. I understand that as a member of the Association, I may be called upon to represent the Association informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the Association in such a way as to leave others with a positive impression of the Association. In my duties I will preserve and enhance the good reputation of the Association and will avoid behavior which may damage its image.

### ***Interpretation***

22. The officers and the Board of Directors of the Association shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.