



# PLEASANT VALLEY PTA CODE OF CONDUCT

**MISSION STATEMENT:** To be a welcoming and supportive organization that fosters, advocates for, and enriches the lives of all children by incorporating the talents and ideas of parents, teachers, students, and the community.

**VALUES:** Values guide our behavior and establish a legacy for our PV students, families, and the surrounding community. To be a great organization, we need to always honor our core values.

## **INTEGRITY**

Integrity is at the heart of everything we do. We are honest, ethical, and upfront because trust is at the foundation of our relationships with our students, their families, our teachers, our communities, and each other. PVPTA is considered a business, and all PTA Board members will conduct themselves in a business-like manner. We will use our judgment, be accountable for our actions, and conduct business with integrity.

## **RESPECT**

We know it is critical that we respect everyone at every level of our organization. We champion integrity, embrace individuality, and listen carefully when others speak. Likewise, we will dress in a respectful manner. We prize innovative ideas and the teamwork it takes to make them realities.

## **COMMITMENT**

We earn credibility with our Pleasant Valley Community by keeping our commitments, acting with honesty and integrity, and pursuing our organization goals solely through honorable conduct. We hold ourselves to a remarkably high standard of performance. We never stop asking ourselves how we can make the school service or activity experience better.

## **ACCOUNTABILITY**

We take responsibility for our actions as individuals, as team members, and as an organization. We work together, support one another, and never let the students — or our fellow PTA volunteers — down. Great organizations are judged by what they do, not by what they say. To be the best, we are going to keep pushing ourselves in new and exciting directions, while honoring tradition where appropriate.

## **ETHICS**

Ethical behavior is modeled from the top and demonstrated by example. PVPTA will not tolerate harassment, physical threats, public slander, or any of the like, in any form. If the executive committee recognizes a problem emerging, they have the right to address and resolve any issues.

**ETHICAL CONCERNS:** On the PVPTA Board and at Board meetings, everyone should feel comfortable to share his/her opinion, particularly with respect to ethical concerns. In deciding whether to report a complaint about someone acting in an inappropriate or unprofessional manner, first ask yourself the following questions.

Will this conduct hurt PV in the long run? Will it cause PVPTA to lose credibility with its students, families, staff, and/or teachers?

Will this conduct hurt other people such as other volunteers, staff, teachers, students, or families?

Will this conduct subject me, my co-volunteers, or the organization to legal fines or criminal charges?

**If the answer to any of the above questions is “yes” or “maybe,” see PVPTA Grievance Process below for resolution.**

## **PLEASANT VALLEY GRIEVANCE PROCESS**

1. The aggrieved party, who has a formal grievance, should start by discussing the issue(s) directly with the person(s) of concern about the complainant. *Every attempt should be made to resolve grievances at the lowest level possible.*
2. If the aggrieved party is not satisfied with the initial response or the issue is not resolved to the satisfaction of both parties, then the grievance should be presented, in writing, to the PVPTA Executive Committee for investigation/arbitration/mediation. The Pleasant Valley Executive Committee will facilitate the routing of the grievance to the Grievance Committee, which will consist of an ethics chairperson, two executive committee members, and two board members. The grievance will be reviewed with both parties and a decision made within fourteen (14) days of being presented to the Executive Committee.
  - All parties involved should keep a written record of actions taken.
  - Investigation of complaints should be conducted in a fair and transparent manner that accords respect to all parties and reflects the principles of natural justice.
  - All parties involved in a complaint will be informed of the outcome(s).
3. If the issue is not resolved to the satisfaction of both parties a final appeal may be made to the Board of Directors, who will have a silent vote on the decision.

## **CONFIDENTIAL REPORTING AND NO RETALIATION**

Reports and complaints will be kept confidential to the extent permitted by law and by the organization’s need to thoroughly investigate the situation. PVPTA volunteers must cooperate completely in any investigation relating to PVPTA and be always truthful. PVPTA volunteers may never interfere with or obstruct an investigation conducted by the organization or any government agency. In addition, we may never disclose or discuss an investigation with unauthorized persons. PVPTA prohibits retaliation against anyone who, in good faith, submits or participates in the investigation of any complaints.