MRCKC Code of Conduct

All volunteers and employees of the Medical Reserve Corps of Greater Kansas City, in delivering Medical Reserve Corps services and activities, shall abide by the code of conduct defined below.

1. No volunteer or employee shall:
   a. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of the Medical Reserve Corps of Greater Kansas City, except in conformance with Medical Reserve Corps of Greater Kansas City policy.
   b. Accept or seek on behalf of any person, any financial advantage or gain of other than nominal value offered as a result of the volunteer's or employee's affiliation with the Medical Reserve Corps of Greater Kansas City.
   c. Publicly use any Medical Reserve Corps of Greater Kansas City affiliation in connection with the promotion of partisan politics, religious matters, or positions on any issue not in conformity with the official position of the Medical Reserve Corps of Greater Kansas City.
   d. Disclose or use any confidential Medical Reserve Corps of Greater Kansas City information that is available solely as a result of the volunteer's or employee's affiliation with the Medical Reserve Corps of Greater Kansas City to any person not authorized to receive such information or use to the disadvantage of the Medical Reserve Corps of Greater Kansas City any such confidential information, without the express authorization of the Medical Reserve Corps of Greater Kansas City.
   e. Knowingly take any action or make any statement intended to influence the conduct of the Medical Reserve Corps of Greater Kansas City in such a way as to confer any financial benefit on any person, corporation, or entity in which the individual has a significant interest or affiliation.
   f. Operate or act in any manner that is contrary to the best interests of the housing organization.
   g. Operate or act in a manner that creates a conflict of interest between the Medical Reserve Corps of Greater Kansas City and any organization in which the individual has a personal, business, or financial interest. The individual shall disclose such conflict of interest to the Medical Reserve Corps of Greater Kansas City Executive Committee upon becoming aware of it. Where required, the individual shall absent him or herself during deliberations, and shall refrain from participating in any decisions or voting in connection with the matter.

2. Confidential Information and Intellectual Property
   a. Medical Reserve Corps has sole entitlement and copyrights to any intellectual property that is conceived or developed by volunteers, employees and its agents during the course of service to the Medical Reserve Corps of Greater Kansas City. All registered volunteers are required to sign a Confidential Information and Intellectual Property Agreement as a condition of volunteer involvement. Questions about this policy should be directed to the Unit Coordinator.
3. Harassment Free Workplace

a. The Medical Reserve Corps of Greater Kansas City is committed to a work environment free from unlawful harassment in which everyone is treated with respect and dignity while working, while on Medical Reserve Corps of Greater Kansas City premises, while traveling on Medical Reserve Corps of Greater Kansas City business, or at Medical Reserve Corps of Greater Kansas City social functions. The Medical Reserve Corps of Greater Kansas City has zero tolerance for unlawful harassment.

b. Unlawful harassment is defined as harassment based on any characteristic protected by applicable federal, state or local law including race, religion, color, sex, national origin, age, veteran or disability status, which is sufficiently severe or pervasive as to alter the working conditions of a volunteer or employee. Examples of conduct prohibited by this policy include, but are not limited to:
   
i. Verbal or physical conduct that harasses a volunteer on the basis of a category protected by applicable federal, state or local law and that is sufficiently severe or pervasive as to create an intimidating, threatening, offensive or hostile environment.

ii. Sexual displays or publications, or other verbal or physical conduct, where an volunteer is told either explicitly or implicitly that he or she must submit to the conduct to remain involved as a volunteer or where his or her reaction to the conduct is used as a basis for a management decision, such as evaluation, advancement, assigned duties, disciplinary action, or any other condition of volunteer involvement or career development. Examples of prohibited verbal or physical conduct include:
   
   1. Unwelcome sexual advances
   2. Stalking, dating violence, date rape, or sexual assault
   3. Persisting with romantic advances despite the rejection of the advances
   4. Requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or volunteer relationship

   iii. Sexual jokes and innuendo; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, sexual activity, or sexual attractiveness

   iv. Leering, whistling, or touching; insulting or obscene comments, sounds, or gestures; displays of sexually suggestive objects, cartoons or pictures.

c. Words, actions or visual matter that demean or show hostility toward an individual or group because of any characteristic protected by applicable federal, state or local law.

d. Volunteers are responsible for reporting any concerns regarding unlawful harassment to management. Volunteers who act in good faith to report or assist in the investigation of a possible violation of this policy will not be subject to retaliation.

e. If, after investigating any claim of unlawful harassment, the Medical Reserve Corps of Greater Kansas City concludes that a volunteer has filed
a claim in bad faith, provided false information regarding a claim, or refused to cooperate in an investigation of a claim, disciplinary action, up to and including termination, may be taken.
f. Violations of this policy will be dealt with appropriately and promptly. Corrective action may include, but is not limited to, training, referral to counseling, and/or disciplinary action up to and including termination.

4. Violence Free Work Environment
a. The Medical Reserve Corps of Greater Kansas City promotes a safe work environment for all volunteers and does not tolerate any type of violent behavior committed by or against volunteers. All volunteers are expected to conduct themselves in a professional manner and in accordance with the Code of Conduct.
b. Threatening or violent behavior committed by anyone against volunteers, employees, vendors or clients during work or off-duty hours will not be tolerated. Such behavior may include but is not limited to the following:
   i. Physical injury to another person
   ii. Bullying or Threats
   iii. Behavior that creates a reasonable fear of injury in another person
   iv. Intentionally causing damage to MRCKC or housing organization property or property of another volunteer or employee
   v. Possession of weapons (for example, guns, knives, clubs, explosive devices, etc.) except those utilized in performance of their duty on Medical Reserve Corps of Greater Kansas City host property or while at Medical Reserve Corps of Greater Kansas City sponsored-activities
   vi. Committing acts motivated by, or related to, sexual harassment or domestic violence

c. Statements or gestures which in any way suggest that the employee may engage in violent or inappropriate conduct will be taken seriously by the Executive Committee and responded to appropriately.
d. Volunteers have a responsibility to report any potentially dangerous situations or unauthorized individuals on Medical Reserve Corps of Greater Kansas City host premises to the Executive Committee or other supervisor immediately. Reports of statements or behavior which may violate this policy will be investigated promptly and in as confidential a manner as possible. A volunteer suspected of violent behavior may be placed on suspension during an investigation until a course of action is determined.
e. Incidents involving violent or inappropriate behavior by a volunteer may warrant suspension of the individual from the MRCKC until further evaluation determines his or her suitability for return to active status. An evaluation that finds a volunteer suitable to return does not negate further disciplinary action up to and including separation.

5. Progressive Discipline
a. The Medical Reserve Corps of Greater Kansas City has adopted rules and standards to ensure productive, harmonious operations. The best interest of the Medical Reserve Corps of Greater Kansas City lies in ensuring fair
treatment of all volunteers and in making certain that discipline is prompt, fair and uniform.

b. The Medical Reserve Corps of Greater Kansas City endorses a philosophy of progressive discipline in which it attempts to provide volunteers with notice of deficiencies and an opportunity to improve whenever practical or reasonable.

c. Volunteers' performance and conduct shall be evaluated on an ongoing basis, with feedback provided when necessary. Informal discussions may be used to ensure that volunteers know and follow rules and standards. These discussions should focus on clarifying expectations, providing appropriate training and development and coaching volunteers.

d. In some cases, formal disciplinary action may be deemed appropriate. Progressive discipline steps to be taken:
   i. Verbal warning
   ii. Written warning
   iii. Suspension
   iv. Separation from the Corps.

e. The Medical Reserve Corps of Greater Kansas City retains the right to administer discipline in any manner it deems suitable. Separation from service may occur at any time without any progressive discipline steps having been taken.

6. Updates
   a. This policy may be changed without requiring a vote on the bylaws.