



## ETHICS POLICY

It is the policy of the Long Island Language Teachers, Inc. (LILT) that its Executive Board members and employees uphold the highest standards of ethical, professional behavior. To that end, these Executive Board members and employees shall dedicate themselves to carrying out the mission of this organization and shall:

### Section A:

- 1.) Refrain from dispersing or forwarding any business of the LILT Executive Board (electronic and non-electronic communications, minutes, etc.) to others outside of the Executive Board membership without the permission of said Board.
- 2.) Hold in confidence any matters discussed during Executive Board meetings.
- 3.) Refer any person desiring information, or any LILT Executive Board member disseminating information concerning the proceedings of Executive Board meetings to the current President of LILT, or any former LILT President actively serving on LILT's Executive Board.
- 4.) Respect the structure and responsibilities of the Officers and Executive Board members, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Executive Board.
- 5.) Engage in carrying out LILT's mission in a professional manner with respect, concern, responsiveness, fairness, impartiality, efficiency and effectiveness.
- 6.) Collaborate with and support other professionals in carrying out LILT's mission.
- 7.) Exercise whatever discretionary authority the Officers and Executive Board have under the law to carry out the mission of LILT.

### Section B:

- 1.) Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the profession.
- 2.) Recognize that the chief function of LILT at all times is to serve the best interests of its constituency.
- 3.) Hold paramount the safety, health and welfare of the LILT membership in the performance of LILT duties.
- 4.) Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.

### Section C:

- 1.) Accept as a personal duty the responsibility to keep up to date on emerging issues concerning the affairs of LILT.
- 2.) Keep the LILT membership informed about issues affecting it.
- 3.) Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication and compassion.

I confirm I have read, understood and accept the above written Ethics Policy, and I will abide by it.

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Signature

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Office

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Date