Code of Conduct for Creating Friendships for Peace

This Code of Conduct outlines the expectations we have for respectful, ethical and professional behavior at Creating Friendships for Peace (CFP).

By following these guidelines, you're helping to create an environment that feels inclusive, safe and fair for everyone who volunteers here.

1. Scope

This Code of Conduct applies to all team members at Creating Friendships for Peace. No matter your role or location, these guidelines are designed to help you understand what's expected of you and what you can expect from the organization.

2. Mission/Vision/Core Values

Mission Statement

Creating Friendships for Peace, Inc. is a volunteer grassroots organization that promotes and strengthens friendships between teens from divided communities and extends those friendships to their families, friends, and neighborhoods.

Vision

To create a more promising future for teens impacted by war and conflict through bridges of understanding and respect, grounded on peacebuilding through friendship.

Values

Grassroots Volunteerism and Teamwork: We have shown that grassroots U.S. volunteers with firm commitments to the mission inspire equally committed teams of volunteers in our conflict areas. Each in-country team includes adults from both divided communities, proving proof every day that they can work together. We support them in solving their problems and managing their programming, separate from the U.S. residency. We believe that lasting relationships and peace result when they originate from the communities impacted.

Respect and Friendship Through Pairing: CFP's unique model of working with teen pairs (one from each conflict community) and their families has resulted in long term friendships. There is no room for hate with friendship, but there is the possibility for change.

Meaningful Dialogue: We intentionally bring together teens and adults from different countries, religions, perspectives, and social and economic backgrounds so all may learn from each other. We provide safe and neutral places for honest exchange.

The First Step: We know that, through dialogue and leadership development, our teens experience significant personal growth, relationships, and skills. We teach the power of the individual—that one person can make a difference and that the first courageous step is critical. We facilitate those who wish to effect change.

3. Compliance

Every team member—no matter your role—is reflective of Creating Friendships for Peace's reputation and integrity. It is important to remember that everyone is a professional who is volunteering their time and talent to this organization. CFP teaches conflict management and team members should demonstrate knowledge and utilization of the skills of active listening and the avoidance of conflict "trigger" words in their conversations with fellow team members and in public appearances.

We expect ethical conduct in all things, including our finances, partnerships and public image.

4. Professionalism in the Workplace

Professionalism means showing up with respect—for your role, your team and the work we do. That includes:

CFP Representation: Only the Chairman of the Board of Directors or the Executive Director may be public spokespeople for the organization. No public statement or use of the CFP name or logo may be used by other team members without prior approval of one or both of these leaders.

Plan Ahead: While emergencies may arise, planning ahead can minimize time pressures and show respect for the volunteer time of other team members. During emergencies, the expectation is that all team members will work together to "meet the moment."

Punctuality: As a virtual organization, Zoom meetings are critical for efficient collaboration. Once committed, we expect team members to be on time and prepared for team Zoom meetings. We also expect completion of tasks by agreed upon deadlines.

Communication: Respond to your teammates within one business day. During verbal exchanges, keep conversations informative and helpful. Irate, condescending, or harassing behavior will not be tolerated.

Job Duties: Do the work you volunteered to do. Be respectful in your interactions, and if you're in a leadership role, delegate fairly and thoughtfully.

Dress Code: Dress professionally when representing Creating Friendships for Peace in a public capacity.

Teamwork: CFP is an international peacebuilding organization. Team members should focus on the entire organization and not try to promote one area over the rest.

Corruption: Don't accept gifts or favors from partners. And, of course, bribes are never allowed.

Conflicts of Interest: Avoid any personal or financial relationships that could interfere with your responsibilities.

5. Acceptable Use of Company Property

Team members are expected to treat CFP property, including banners, office equipment and CFP provided materials with care and respect.

Don't use CFP assets for personal projects and never leave them unattended in public.

Sensitive information and internal data should be used only for CFP purposes—not shared outside the organization or handled carelessly.

6. Reporting Concerns and Code of Conduct Violations

Any concerns or questions about compliance should be reported to the Executive Director and/or the Chairman of the Board of Directors.

7. Disciplinary Action

We see our Code of Conduct as a mutual agreement that holds us all accountable for our actions. Any violations of this code, once reported to the Executive Director and/or Chairman of the Board of Directors, will be investigated and discussed with all parties involved.

Depending on the nature and severity of the violation, disciplinary action may include:

- A warning, which can be verbal or written
- Temporary suspension
- Required coaching or training
- Termination

Our goal is always to handle these situations with the care they deserve, while giving every team member the opportunity to respond.