



NAHN CODE OF CONDUCT POLICY

Policy Number:	01-001-2022				
Signatory Authority:	President, NAHN	Board Approved:	May 2023	Renewal Date:	May 2026
Responsible Executive:	President, NAHN	Revised:	05/16/2023		
Responsible Party:	Board of Directors	Contact:	Kate Filipiak		

1. Reason for Policy

The purpose of the policy is to establish a professional code of conduct for leaders and members of the National Association of Hispanic Nurses (NAHN).

2. The Policy

We celebrate the culture, caring, and spirit of Hispanic nurses who are the leading voice of health in our communities. Leaders and members of the organization are expected to abide by the values of the organization and demonstrate professionalism throughout their interactions with internal and external stakeholders.

NAHN Value Statement

We, the members of the National Association of Hispanic Nurses:

- engage in respectful, collaborative, purposeful and positive dialogue in the interest of a healthy organizational culture that creates value for the organization and the community.
- nurture and mentor our members by sharing knowledge, skills, and resources to develop nurse leaders that will effectively impact the healthcare well-being of our communities.
- strive for excellence and integrity, both in the profession and in our daily lives.
- embrace innovation and forward-thinking, focusing on strategic outcomes that address the needs of our organization and our communities.

Professional Characteristics of Members

1. Approaches responsibilities in the spirit of a leader on behalf of the members and the organization.
2. Welcomes information and best available advice but reserves the right to arrive at decisions based on own judgment.
3. Supports NAHN board decisions, internally and externally, even when one may disagree with the majority opinion. Speaks with one voice when representing the organization.
4. Offers opinions in an honest, respectful, and constructive manner to all members.
5. Avoids or reports any possibility of conflict of interest.

All policies are subject to amendment annually or every 3 years as noted in renewal date. Please refer to the NAHN Basecamp or contact Headquarters for the official, most recent version.

6. Understands legal and fiduciary responsibilities.
7. Gives respect and consideration to the President, other board members and leaders.
8. Clearly understands member responsibilities.
9. Honors commitments, attends meetings on time, is well prepared and actively participates.
10. Acts as an advocate for the organization and its members.
11. Contributes expertise to assist the organization.

Unprofessional Conduct Policy

To promote the mission of NAHN, an environment needs to be maintained to promote professionalism and positivity, for the safety and benefit for all leaders and members. A positive working environment promotes efficiency, productivity, performance, teamwork and camaraderie. Unprofessional conduct interferes with the organizational mission and values. Unprofessional conduct is any behavior or conduct that a reasonable person could find threatening, intimidating, or humiliating, or conduct that a reasonable person could feel undermines organizational performance. Generally, it is consistent and repeated conduct, unless the conduct was particularly egregious. Unprofessional conduct is more than just a disagreement or a personality conflict. This policy does not prohibit reasonable and constructive criticism, or appropriate disciplinary conduct in response to member misconduct.

Conduct a reasonable person could feel undermines organizational performance includes:

- Withholding necessary information
- Purposely giving wrong information
- Assigning unreasonable duties or unachievable deadlines
- Belittling a person's opinions (especially in front of others)
- Constantly changing expectations
- Excluding a leader or member from meetings and other organizational events
- Sabotaging a leader's or member's performance, or destroying an individual's work product
- Excessive scrutiny or monitoring of a leader's or member's work beyond constructive criticism that is reasonable and warranted

Conduct a reasonable person could find threatening, intimidating, or humiliating includes:

- Pestering, spying, or intruding on one's privacy
- Spreading malicious rumors
- Yelling or using profanity
- Threatening conduct (such as finger wagging)
- Criticizing a person publicly
- Blaming someone for something they can't control
- Derogatory remarks, insults, and epithets

All policies are subject to amendment annually or every 3 years as noted in renewal date. Please refer to the NAHN Basecamp or contact Headquarters for the official, most recent version.

- Physical violence or threats of violence
- Argumentative online or email communication (which may include others)

The above list includes in-person conduct as well as conduct that takes place by text or e-mail, through the use of social media, or over the internet.

Anti-Harassment Policy

NAHN seeks to provide a safe, non-intimidating, productive work environment and to comply with all applicable anti-harassment and anti-discrimination laws, rules, orders, and regulations. NAHN prohibits harassment and discrimination of any kind. NAHN also prohibits any type of retaliation against anyone for opposing a discriminatory practice, filing a discrimination charge or complaint, providing information in an investigation of alleged discrimination, or participating or being a witness in a discrimination lawsuit, hearing, or proceeding.

This policy prohibits sexual harassment and harassment or discrimination in any form based on actual or perceived race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, ancestry, marital status, order of protection status, military status, sexual orientation, unfavorable discharge from military, citizenship, work authorization status, arrest record, language, expunged or sealed convictions, homelessness, victim status or any other protected classification under federal, state, or local law.

Prohibited harassment includes, but is not limited to, behavior that is offensive, abusive, threatening, intimidating, or disruptive to others. These behaviors can be verbal or physical and can include, among other things, derogatory remarks, gestures, or jokes based on actual or perceived membership in one or more of the above-mentioned protected classifications, acting on stereotypes based on such classifications, displaying or distributing cartoons, posters, or other materials based on such classifications, unwelcome touching, pinching, or other physical contact, and any form of stalking or bullying. This policy prohibits any situation in which offensive sexual conduct or unwelcome sexual advances or requests are linked to or are a condition of any NAHN decision or create a sexually hostile, intimidating, or abusive work environment. Examples of behaviors that contribute to a sexually hostile, intimidating, or abusive work environment include, but are not limited to: sexually offensive or obscene remarks, jokes, advances, or gestures; requests for sexual favors; stereotyping based on an individual's gender or sex; unwelcome touching, pinching, or other physical contact; leering; displaying or distributing sexually offensive or obscene posters, cartoons, or other materials; and any form of stalking or bullying.

Reporting Unprofessional Conduct or Harassment

If you experience or witness any violations of the above policies, please notify the Executive Director and the President of NAHN.

NAHN's board of directors shall review any violation of these policies by a leader or member of NAHN. Pursuant to NAHN's bylaws, the board of directors have a duty to ensure that appropriate policies have been developed, adopted, and implemented. NAHN's board of directors, in its sole discretion, shall take any appropriate and necessary action against any member that violates these policies, including conducting any investigation deemed necessary and taking remedial action, if necessary. NAHN reserves the right to take any action deemed necessary, including immediate removal from a meeting without refund, and banning any violators from attendance at any future meeting or event. NAHN may modify these policies at any time and shall provide members with notice of any revised Policy.

All policies are subject to amendment annually or every 3 years as noted in renewal date. Please refer to the NAHN Basecamp or contact Headquarters for the official, most recent version.

Administrative Procedures

1. Submission of Complaint

- a. An electronic submission involving this code of conduct (a "submission of complaint") may consist of:
 - i. A request for a finding by the board of directors that a member of NAHN has violated the Code of Conduct rules.
 - ii. A request for a finding by the board of directors that a leader of NAHN (including board of directors or NAHN staff) has violated the Code of Conduct rules.
- b. Only electronic submissions via email will be considered, with this communication forwarded to the Executive Committee and Executive Director for initial review.
 - i. If a member of the initial review is named, this individual(s) will be excluded.
- c. Submissions may be made by any person or entity, regardless of whether a member of NAHN, including without limitation, other nurses and affiliates, healthcare institutions, allied health professionals, and patients or organizations representing any of the above.

2. Preliminary Review

- a. Upon preliminary review of a complaint the president and Executive Director may conclude, that the submission:
 - i. contains insufficient information upon which to base an investigation;
 - ii. is patently frivolous or inconsequential.
 - iii. Should be resolved by leadership at the local level
- b. In the event of any such conclusion by the president and Executive Director, the complaint shall be disposed of by notice from the Executive Director to its submitter.
 - i. This event will be tracked internally, with reason for close-out documented, and reported to the board at next scheduled board meeting

3. Investigation

- a. For each complaint involving this code of conduct that is deemed valid and actionable the Executive Committee shall conduct an investigation into its specific facts or circumstances to whatever extent is necessary in order to clarify, expand or corroborate the information provided by the complainant.
- b. A member of the NAHN who is the subject of a complaint shall be informed in writing at the beginning of the investigation as to:
 - i. the nature of the complaint
 - ii. the obligation to cooperate fully in the investigation of the complaint
 - iii. the opportunity to request a hearing on the complaint before the board of directors, after meeting with the Executive Committee.
- c. Investigations shall
 - i. be conducted in confidence, with all written communications sealed and marked as "personal and confidential";
 - ii. be conducted objectively, without any prejudice;
 - iii. be directed toward any aspect of an inquiry or complaint which is relevant or potentially relevant;
 - iv. include interviews with the Executive Committee and the member who is the subject of the complaint and complainant.
- d. Members who are named in the complaint and refuse to cooperate with the investigation will be considered for reprimand by the board of directors (4d)

4. Determination of Complaint

- a. Information shared with the board of directors will include both the original complaint and findings and recommendation of the investigatory task force.

All policies are subject to amendment annually or every 3 years as noted in renewal date. Please refer to the NAHN Basecamp or contact Headquarters for the official, most recent version.

- b. In the case of a complaint, the NAHN member will have the opportunity to make a statement in writing to the board of directors.
- c. Decisions shall be issued by the board to the complainant after passage by a simple majority of the voting board members present. Quorum must be established for voting of the board of directors. Decisions will be sent in writing to the member under investigation within 30 days after completion of the hearing.
- d. Decisions shall be issued by the board to the complainant after passage by a two-thirds majority of the entire board in one of the following four forms:
 - i. Complaint is dismissed without sanction;
 - ii. Reprimand, listing the member as not in good standing with the organization (does not allow member to serve on National Board or Committees for 1 year);
 - iii. NAHN suspension of the member for a designated period for documented breach of code of conduct greater than 2 times in one year;
 - iv. NAHN termination of membership indefinitely for documented breach of code of conduct greater than 3 times in one year.
- e. If the board fails to reach a 2/3 majority decision, then the complaint will be documented internally and dismissed.
- f. The tracking of complaints and high-level overview will be presented to membership during annual business meeting for transparency and accountability

5. Potential Additional Sanctions

- a. In addition to the foregoing, in any case in which the board of directors determines that a member of the NAHN has breached the code of conduct, the board of directors may impose further sanctions prohibiting the sanctioned member from sponsoring, presenting, and otherwise participating in activities sponsored by NAHN.
- b. Members of the NAHN who are suspended are deprived of all benefits of membership during the period of suspension, including board service at the local chapter or national level, and voting privileges will be revoked.

6. Appeal

- a. Within 30 days after receipt of notice of a decision by the board of directors, the affected member may submit in writing a request for an appeal to the board. In such event, the board of directors shall establish an appellate body consisting of at least three but not more than five members of NAHN who did not participate in the investigation or in the board of directors' decision. The appellate body shall conduct and complete the appeal within 90 days after receipt of the request for an appeal.

Policy No. 01-001-2022

Adopted by NAHN Board of Directors on February 6, 2020.

Revised by NAHN Board of Directors on June 21, 2022.

Reviewed by Council on August 20, 2022

Revised by NAHN Board of Directors on September 20, 2022

Revised by NAHN Board of Directors on May 16, 2023

3. Responsible Parties

- a. NAHN Board of Directors
- b. NAHN Executive Director

4. Definitions

- a. None.



Signatory Authority
Dr. Adrianna Nava
President, NAHN

May 16, 2023
Date

All policies are subject to amendment annually or every 3 years as noted in renewal date. Please refer to the NAHN Basecamp or contact Headquarters for the official, most recent version.