



## Employee Code of Conduct

As an employee of Nonprofit HR, you are encouraged to exercise good judgment and the highest ethical standards on your assignments with our client organizations. To maintain your professional integrity and the reputation of our firm, it is important that you avoid any activity or other situation that could be seen as inappropriate or in conflict with Nonprofit HR's or our clients' best interests. We strongly believe in your ability to serve our client organizations' missions to the best of your ability. Based on that fact, on all assignments, we ask that you:

- **Arrive on time everyday** but especially on the first day of your assignment. And, if you are unable to arrive on time any day for any reason, you will call your Staffing Specialist before your scheduled arrival time;
- **Notify your Staffing Specialist if you have to be absent** on any given day of your assignment for illness, to attend to personal business, or for any other reason;
- **Avoid conducting any personal business** during work hours or using the client's telephones, equipment, computers or other resources, including the Internet and social media sites such as Facebook, Twitter, LinkedIn, Blogs and personal email accounts;
- **Avoid disclosing confidential or sensitive information** gathered and/or maintained as part of assignment. Violations of this policy are considered very serious, and may result in termination of assignment.
- **Complete your online timesheet honestly** based on the number of hours that you actually worked on the assignment and that you submit it on time each week to your client supervisor.
- **Contact us immediately if you have experienced any inappropriate behavior** (i.e. sexual harassment, verbal abuse, etc.) by a client supervisor, manager, vendor or any other individual at the client's site;
- **Contact us immediately if you are injured on the job** so that we can take the appropriate steps to ensure your health and safety;
- **Notify your Staffing Specialist if the client offers you a full-time job**, asks you to join their staff or become an employee while you are on assignment;
- **Notify your Staffing Specialist at least two weeks before your intended resignation** if you are in a temporary or temp-to-hire position with one of our clients. A timely business courtesy resignation from you will permit a smooth transition.
- **Contact us immediately with any questions, concerns, or problems you may be experiencing during your assignment.** Your job is to provide your knowledge and expertise, and use good judgment when working with our clients. Our job is to take care of you.

### Questions?

Call our office at 202.785.2060