

Supreme Council Columbiettes

Code of Conduct

(Adopted July 18, 2020)

This Code of Conduct (the “Code”) aims to ensure all members of the Columbiette Order uphold the standard of conduct we promote, as the fraternal mission of the Columbiettes can only be realized through a common understanding of appropriate conduct. It is the responsibility of all members to abide by the Code and to report violations or suspicions of violations. Therefore, all members and those who qualify for initiation into the Columbiette Order, pledge to accept this Code as a minimum guideline for ethical and appropriate conduct in connection with her participation in the Columbiettes.

Purpose of the Columbiette Order

As members, we, the columbiettes aim to:

- Promote the spiritual, social, and charitable welfare of our members.
- Instill a steadfast conviction relating to the proper place and function of Catholic women in safeguarding the religious, civil, and economic rights of all Catholics.
- Rely upon the intercession of Mary, our Mother and Model, for guidance in guarding the common good, on loving and aiding all members of the human family, and, to give assistance to the Knights of Columbus in their activities upon request.

To embody these purposes, we have responsibilities to both God and to one another. We believe our first responsibility is to God and our following of His commandments, especially love the Lord with your whole heart and soul and love one another as yourself. We also have a responsibility to our members. As Catholic Christian women, we must be accountable to higher standards of conduct to our fellow mankind. Our purpose is to serve God and enhance the lives of people in our families, our membership, our Auxiliaries, parishes, and communities. We must always uphold our values and do the right thing, including taking steps to ensure our actions and reactions are charitable. Being a member means making a commitment to uphold our Organization’s values and to maintain a Christian environment.

In setting a Godly example, we are responsible for and will provide an inclusive environment where each member must be considered an individual. We must respect each member’s diversity and dignity; as well as recognize her merit. We must strive to be free from discrimination, harassment, and bullying. Threats, violent behavior, and endangering the safety of others will not be permitted.

Ethical Principles and Core Values

1. Integrity - Integrity means doing what is right. By acting with integrity, we reflect positively on the values and reputation of the Organization.
2. Honesty – Honesty is the refusal to lie, steal, cheat or deceive in any way.

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3. Trustworthiness – We not only prove our worth by being trustworthy; we also put our trust in others to fulfill their duties.
4. Respect for Others– Respect starts by showing respect to all. Respect must be earned.
5. Responsibility – No matter what job you do or where we do it, we are responsible to do things to the best of our ability.
6. Accountability - We are held accountable for the actions or reactions we do.
7. Empathy – Empathy is simply recognizing emotions in others.
8. Obedience to our Constitution and By-laws – We are obligated to follow the laws regarding our Order.
9. Teamwork – We are one Team with many individual members who have different talents and strengths.

Inclusiveness and Diversity

The Columbiettes embrace meaningful steps to promote inclusiveness in its membership and constituencies served. The Organization ensures the rights of all, whether members or those being served by our membership, without discrimination on the basis of race, color, religion, national origin, gender, genetics, disability, or age, in accordance with all applicable legal and regulatory requirements.

Harassment and Bullying

The Columbiettes will have a zero-tolerance policy for any form of harassment or bullying. Unwelcome conduct that creates an environment which would be intimidating, hostile, or offensive to reasonable people, as well as intentional behavior that hurts, harms or humiliates, physically or emotionally, is a direct violation of the purposes of the Columbiettes and this Code. Harassment and bullying can include physical actions, verbal language, written words, or objects, that create a hostile or intimidating environment. Spreading malicious rumors or gossip will not be tolerated.

Equal Opportunity

We value each other's contributions and believe that everyone should have an equal chance to succeed – this is essential to achieving our principles and values. We must each do our part to keep the Columbiettes a diverse, inclusive, and respectful organization by having a positive attitude and recognizing the many strengths and talents our members bring to the Organization.

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Decision Making

The Columbiettes has a governing body with a defined chain of command. The Supreme Council, comprised the Officers and Board of Directors, is the ultimate decision-making body for the Organization, responsible for determining matters of mission, strategic direction, policy, governance, and membership. The State Councils and subordinate Auxiliaries provide leadership on a local level. Chapters, where applicable, are responsible for the exchanging of ideas in their perspective areas.

In working to achieve excellence, leadership at all levels of the Columbiettes will:

- Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the purposes of the Columbiettes.
- Demonstrate the highest standards of the Columbiette ethical principles and core values, including personal integrity, truthfulness, honesty, and respect to inspire confidence and trust in all of the Organization's activities.
- Strive for personal and fraternal excellence, and encourage the development of others.

When making decisions at all leadership levels, our Columbiette leaders will ask themselves the following questions:

1. Is it legal?
2. Does it comply with the Constitution and By-laws?
3. Does it reflect the Organization's values?
4. Does it respect the rights of others?
5. If unsure about any of the answers, ask an Officer.

Responsibility and Problem Resolution Reporting

The Columbiettes encourage all members to ask questions and to raise issues without fear of retaliation and is committed to treating reports seriously and investigating them thoroughly. It is the responsibility of all members to comply with this Code and to report violations or suspected violations. If a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to your Auxiliary President. Speak up if you have a concern or see something wrong and seek guidance anytime you are unsure about the right thing to do. If, for any reason, you believe it is necessary to speak to someone besides your Auxiliary President, report your concern to the following leaders as necessary:

1. District Deputy
2. State President
3. Supreme President

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The Columbiettes will promptly investigate all reports of Code violations or suspected violations. We prohibit retaliation with the intent or effect of adversely affecting the membership of a person who reports such matters in good faith. Any member who believes she may have been so retaliated against or adversely affected should immediately notify either her District Deputy or their State President.

In all questions involving ethics and conduct, the Supreme Council will make relevant determinations. Except that any member whose conduct is at issue will not participate in such decision-making process.

The Columbiettes take violations of this Code very seriously and the consequences for inappropriate behavior, depending on severity, may include permanent suspension of membership.

Confidentiality and Privacy

We respect the personal information of our members and handle that information with care. We protect any such confidential information entrusted to us and use it only in the way it is meant to be used. All those who receive access to confidential or personal information promise to respect and protect confidential information to which they have access in the course of performing Columbiette duties. We do not share it with anyone inside or outside the Organization.

Use of Social Media

Social media provides opportunities to network and create exposure for the Columbiettes. There are risks associated with it. Members are responsible for complying with the Columbiettes' rules, including this Code, and are accountable for any information they publish online. Members must ensure any information they post related to the Organization is accurate. They must respect the privacy of other members and obtain the members consent to publish materials. Members cannot pretend to be someone else online, speak on behalf of the Columbiettes or another member or Officer, share confidential information or post comments that could harm the Organization's reputation.

Code of Conduct Statements

Each member will sign a statement, a copy of which is attached below, affirming that such member:

1. Received a copy of the Code of Conduct.
2. Read and agrees with the Code.
3. Agrees to comply with the Code.

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Conclusion

We see our Code of Conduct as a living manifestation of who we are and what we value. We are committed to integrity and ethics. Columbiettes strive to maintain a Christian environment, free from discrimination and harassment. We expect our members to:

- Act with Integrity
- Be Honest
- Be Responsible
- Be Accountable
- Follow our Constitution and By-laws

By acting with integrity and Christian values we reflect positively on the values and reputation of the Columbiettes.

Supreme Council Columbiettes
Supreme President
Adopted July 18, 2020

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Columbiette Code of Conduct Statement

The undersigned,

is a member of _____ Columbiettes,

in the State of _____,

<Insert Auxiliary Name and State above>

And the undersigned affirms that she:

- (i) has received a copy of the Code of Conduct
- (ii) has read and understands the Code, and
- (iii) has agreed to comply with the Code.

Dated: _____

Print Name of Signatory

Signature

General Information

1. For existing members: Auxiliary FS is to send this copy to the Supreme Council Columbiettes, Attn: Supreme Secretary, 297 Willis Avenue, Mineola New York 11501
2. For NEW and Returning members: Auxiliary FS is to include this page when sending signed Application (A 100 Form) and appropriate Fee to Supreme Council Columbiettes, Attn: Supreme Secretary, 297 Willis Avenue, Mineola New York 11501