



Zonta Code of Conduct

1. INTRODUCTION

Our *Code of Conduct* (the Code) represents the culture we strive to have in our organization.

This Code provides us with a shared understanding of the way we expect our members to behave as individuals, towards each other, our partners, funding/award recipients and supporters.

2. PURPOSE AND SCOPE

This Code supplements legal obligations currently in place in the locations where we operate and work; and supplements the Zonta International Bylaws.

This Code *does not* override any policies, procedures or guidelines currently in operation in areas such as conflict of interest, privacy, data usage and anti-discrimination.

This Code applies to all members and staff and is to be used in determining what is right and proper in our actions and behaviors.

3. OUR MISSION

Zonta International is a leading global organization of individuals working together to build a better world for women and girls.

4. OUR VISION

Zonta International envisions a world in which women's rights are recognized as human rights, and every woman is able to achieve her full potential.

In such a world, women have access to all resources and are represented in decision-making positions on an equal basis with men.

In such a world, no woman lives in fear of violence.

5. OUR PERSONAL BEHAVIOR

We embody the Zonta International Core Values of encouragement, advocacy and service in our words and deeds.

We uphold the highest standards of honesty in all interactions.

We let our words and actions be reliable and consistent and reflect our shared values.

We take responsibility for our own actions and how they impact others.

We leverage our unique skills and perspectives to support and uplift our fellow members.

We actively participate in Zonta initiatives and encourage others to do the same.

6. OUR CLUB BEHAVIOR

Our clubs keep decision-making processes transparent and fair.

Our clubs foster an environment of trust and reliability.

Our clubs respect privacy and keep confidences safe.

Our club members encourage each other to reach our full potential.

Our clubs balance innovation and growth while honoring our traditions and history.

Our club members support leadership succession and transition.

7. OUR VALUES

Zonta International members are united by our values and what we term *The Zonta Spirit*, which is the heart and soul of Zonta International and helps create a powerful culture of community, respect and friendship in an inclusive environment. Our global membership is stronger when we cultivate and promote the Zonta Spirit. We find joy in undertaking our work in a supportive community of like-minded people from diverse countries and cultures.

The Zonta International Values statement provides guidance on the fundamental principles that underpin every decision and action that a Zonta International member may make when representing our organization.

7.1. We Value **Global Community**

We believe in creating healthy, caring and lasting relationships between our members and our communities. We are at our best when we work together and support each other. Valuing the contributions of like-minded organizations which help us achieve our mission reflects humility and a commitment to collective progress. The Zonta community is worldwide. Together, we achieve something bigger than we could alone.

We demonstrate this value by:

- Working collaboratively with others and to the best of their abilities and capabilities.
- Sharing information and acting in good faith.
- Generating and supporting innovative ideas.
- Recognizing the importance of fun and enjoyment in our clubs and community engagement.
- Approaching discussions and decision-making with a spirit of cooperation, not competition.
- Staying proactive in identifying and meeting community needs.
- Maintaining a non-partisan, non-sectarian approach to all our work. Any partisan or sectarian activity by Zontians is conducted in a private capacity.
- Being willing to compromise and find creative solutions that serve the greater good of Zonta.

7.2. We Value **Friendship**

The more we engage and work closely together to achieve our mission, the more we develop a special bond. The mission unites us and leads to friendship. We build friendships by treating each other with respect, being honest, and trying to understand one another. We work jointly and learn to appreciate each other. We care for and support each other. We work hard but also find time to have fun. And we value friendships that grow stronger and deeper through time.

We demonstrate this value by:

- Always upholding the human dignity of every person by promoting mutual understanding, respect and cooperation.
- Ensuring we are kind in the treatment of all persons.
- Refraining from intimidating, harassing or discriminating against anyone.
- Always protecting people's rights, supporting their well-being, and helping everyone interact and socialize openly.
- Maintaining professionalism and fairness in our working relationships, regardless of personal connections.
- Supporting our team members to help achieve common goals.
- Always encouraging fellow members to uphold this Code.
- Demonstrating a high degree of individual responsibility for our own actions and behaviors.
- Calling out behavior or actions which we believe are a breach of this Code.

7.3. We Value **Equality and Inclusion**

Everyone deserves to be treated equally and have the same opportunities to participate in our work. All members are seen, heard, valued and uplifted by their Zonta membership. Equality and inclusion allow for healthy debate and create a harmonious organization.

We demonstrate this value by:

- Actively celebrating, encouraging and promoting diversity in all aspects of our clubs.
- Adhering to the mission and vision of Zonta International in all our work, decision-making and community interactions.
- Ensuring our actions are guided by the needs of vulnerable people and by not discriminating on any basis.
- Listening to and considering diverse perspectives with an open mind and avoiding judgment or criticism.
- Spreading kindness and inclusivity in all our interactions.
- Honoring the uniqueness and dignity of every individual.

7.4. We Value **Respect**

We treat everyone with respect, dignity, fairness and kindness. Respect is the foundation upon which interpersonal relationships and personal growth are built. We appreciate diverse perspectives, and all members are treated with empathy and compassion. By being respectful of our friends, allies, supporters and members we build better relationships.

We demonstrate this value by:

- Acknowledging the opinions and contributions of everyone.
- Treating everyone fairly, with dignity, courtesy and respect.
- Contributing to dialogue and discussion in a constructive manner.
- Ensuring the way we work together promotes trust.
- Using language which is respectful and free from words, phrases or tones that degrade, insult, exclude, stereotype, belittle or trivialize people on the basis of their differences.
- Allowing our members to be bold in their opinions, while treating them with respect.
- Abstaining from all forms of unacceptable or unlawful behavior such as discrimination, harassment, bullying and victimization, or any other behavior that undermines the self-worth of our fellow members.

7.5. We Value **Integrity**

Integrity is the key to establishing and sustaining trust. Zontians encourage open, truthful communication and ethical decision making. We are guided by and stay true to our principles. Integrity is the foundation of trustworthy behavior, ethical conduct, and strong character. We are honest and straightforward about our mission to make the world a better place for women and girls.

We demonstrate this value by:

- Being accountable to Zonta International's mission, values and goals.
- Conducting ourselves honestly, reliably and without favoritism.
- Making sure we do not engage in fraudulent or criminal behavior, bribery or other unlawful conduct.
- Being transparent in decision making.
- Providing constructive feedback to others in an honest and respectful way.
- Appropriately disclosing or mitigating real or potential conflicts of interest.
- Ensuring actions and decisions are in the best interests of Zonta.
- Maintaining integrity so that no member feels coerced into voting or not voting for or against a particular issue or candidate for office.
- Keeping accurate records and adhering to reporting requirements.

- Acting at all times in accordance with the mission and vision of Zonta International, the Zonta International Bylaws and within the laws of the country in which we work.
- Communicating openly, honestly and in a timely manner with our club, area, district and international leadership.
- Maintaining confidentiality when appropriate and only sharing information that is intended for public knowledge.

8. Implementation

We are all committed to building and maintaining an organization where each member is valued and feels a sense of belonging and purpose. We bring our values to life by working together to advocate for women's rights and to build a better world for women and girls.

All members must familiarize themselves with this Code and ensure its provisions are observed.

Failure to comply with standards of conduct outlined in this Code, without valid reason, will be addressed in the first instance by the executive of the club or by Zonta International in the instance of a supporting member.

If a satisfactory resolution is not achieved by the club president and club board, the issue can be escalated to the governor or district board.

Thank you for being a Zonta member and for your dedication to our shared values.