

Certified Nonprofit Professional Code of Ethics

The Nonprofit Leadership Alliance's mission is to strengthen the social sector with a talented, prepared workforce. The Certified Nonprofit Professional credential recognizes individuals who have completed the requirements, including competency related coursework, professional experience, service and leadership experience, national conference attendance, and completion of a baccalaureate degree.

All Certified Nonprofit Professionals (CNPs) are expected to adhere to the highest standards of ethics, conduct, and service to inspire public confidence and trust in the nonprofit sector. This Code of Ethics sets forth principles that underlie the professional responsibilities and conduct of CNPs. The principles provide guidance on issues that CNPs may encounter in their professional work. The principles and their respective guidelines should be adapted to the unique levels of authority and influence of each CNP as they progress throughout their careers.

GENERAL PRINCIPLES AND GUIDELINES

1. Demonstrate Personal and Professional Integrity

- a. Promote and exhibit fairness and respect in all interactions with colleagues, volunteers, service recipients/clients, students, and other stakeholders.
- b. Exemplify competence, credibility, and appropriate conduct within the profession by avoiding the spread of misinformation (unintentional or intentional), as well as avoiding the perception of misconduct or abuse.
- c. Respect the rights of individuals to privacy, confidentiality, and self-determination.

2. Build Public Trust through Transparency and Accountability

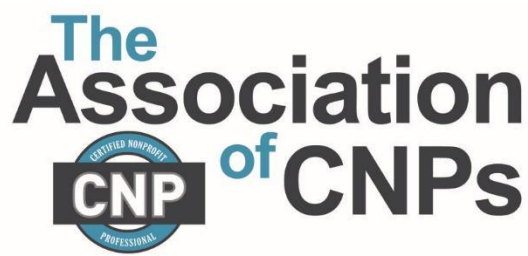
- a. Commit to full disclosure of information and transparency, as appropriate, as well as cooperating with internal and external investigations (formal and press-related).
- b. Act as a responsible steward of resources for the public good – cultivating, protecting, and expending assets in a legal and genuine manner.
- c. Provide means for stakeholders to ask candid questions safely and receive sufficient responses to their questions, when appropriate.

3. Promote Diversity, Equity, and Inclusion

- a. Respect the worth and dignity of all individuals by assessing the needs and rights of all stakeholders impacted by institutional decisions.
- b. Commit to programs and activities that are inclusive of all participants and stakeholders, focusing on the needs and experiences of marginalized and colonized people-
- c. Provide means for stakeholders to acknowledge the effects of bias, prejudice, and privilege in all work and community settings.

As a result of adhering to these principles and guidelines, it is the hope of the Association of Certified Nonprofit Professionals (the Association) that members will feel empowered to enhance the quality of life for all those they can reach within their respective fields of practice. It should be the goal of every CNP to:

- Develop optimal human potential in each encounter and activity.
- Utilize professional knowledge to improve the lives of individuals, the efficiency and effectiveness of organizations, and the well-being of society as a whole.



- Initiate and engage in activities that empower individuals and/or communities to succeed.

Association of CNPs Code of Ethics Review Process

As part of its commitment to advance and implement the Code of Ethics, the Association of CNPs provides a review process with three elements:

1. Responding to inquiries from members about ethical standards and handling ethical dilemmas
2. Reviewing requests for help from members who have been penalized for upholding the Code and providing support to them
3. Reviewing and seeking to resolve complaints/inquiries about a member whose actions may have violated the Code of Ethics

The complaint/inquiry process covers only ACNP members and is confidential. Neither the person named in a complaint/inquiry nor the person making the complaint/inquiry are publicly identified at any time. The Ethics Committee will defer its own review of a complaint/inquiry until any other bodies reviewing the actions (courts of law, legislative bodies, agencies or other organizations involved) have completed their work, and will then determine if future evaluation is required. The Ethics Committee will not review any anonymous complaints/inquiries.

The review of a complaint/inquiry goes through the following stages:

- A complaint/inquiry about an ACNP member can be submitted by a member or non-member through email to info@nonprofitleadershipalliance.org or by mail to 1801 Main Street, Suite 200, Kansas City, MO 64108. Complaints/inquiries must be related to actions occurring after January 1, 2019—the date the current process was initiated. Complaints/inquiries must specifically reference the tenet of the Code the complainant feels has been violated, and provide sufficient supporting detail in fair and accurate manner.
- The Ethics Committee will receive the complaint/inquiry to determine whether the action potentially violates the code. If it is deemed not to be a violation, the complaint/inquiry will be dismissed with explanations to the complainant. A decision reached by a majority of the members of the committee shall be binding and final.
- If it is judged that the action, if verified, is a violation of the Code, the Ethics Committee will then work with the Executive Committee for the Association of CNPs to determine if further steps should be taken.
- Should the Executive Committee authorize the Ethics Committee to get involved in the issue, the Ethics Committee will discuss the complaint/inquiry with the member and encourage voluntary corrective action. At no point are the names of those involved disclosed to members.

This is intended to be a constructive process that helps members understand how the Code is applied to specific situations. Issues identified in complaints/inquiries may be used—in generic terms—in the Ethics Committee's educational activities to help raise awareness of ethical challenges and expectations.

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