

This Code of Conduct establishes the standards of behavior and ethics that all members and visitors of Organización Veteranos Mocanos, Inc. must follow to ensure an environment of respect, integrity, and transparency.



CODE OF CONDUCT OF ORGANIZACIÓN VETERANOS MOCANOS, INC.

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SECTION 1. SCOPE

This Code applies to:

- **Directors** (members of the Board of Directors)
- **Officers** (President, Vice President, Secretary, Treasurer, Chaplain, Vocals Officer, Director of Activities, Recruiter, Legal Resident Agent, Public Relations / IT Director)
- **Veteran Members**
- **Volunteers**
- **Family Members**
- **Guests**
- **Visitors (including but not limited to vendors, business partners, etc.)**

All individuals listed above must act in accordance with this Code in all Organization-related activities.

SECTION 2. GENERAL PRINCIPLES

1. **Respect and Dignity.** Treat all individuals with courtesy, consideration, and respect, regardless of age, gender, race, religion, sexual orientation, disability, or other personal characteristics.
 2. **Integrity and Honesty.** Act honestly in all transactions and communications; do not mislead, defraud, or deceive.
 3. **Legal Compliance.** Obey all applicable Puerto Rico and U.S. laws and regulations, including those governing nonprofit organizations.
 4. **Accountability.** Take responsibility for one's own actions and decisions, and be answerable to the Board of Directors when appropriate.
 5. **Transparency.** Maintain transparency in the use of resources, finances, and decision-making.
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SECTION 3. RESPONSIBILITIES OF DIRECTORS AND OFFICERS

1. **Governance and Ethics.**
 - a. Always act in the best interest of the Organization, avoiding any action that could create a real or perceived conflict of interest.

- b. Comply with the Puerto Rico General Corporations Act (Act No. 164-2009) and the Organization's Bylaws.
 - 2. **Confidentiality.**
 - a. Keep sensitive Organization information confidential, including financial data, growth strategies, and personal details of Members, Family Members and Volunteers.
 - b. Do not disclose information to third parties without express Board authorization.
 - 3. **Use of Resources.**
 - a. Use the Organization's funds, facilities, and equipment solely for approved purposes.
 - b. Avoid unnecessary or personal expenses charged to the Organization.
 - 4. **Professional Conduct.**
 - a. Maintain exemplary behavior during meetings, public events, and official representations.
 - b. Refrain from using offensive, discriminatory, or defamatory language.
 - 5. **Conflict of Interest.**
 - a. Disclose any relationship, business, or circumstance that could influence Organization-related decisions.
 - b. Refrain from voting or influencing decisions in matters where a conflict exists.
 - 6. **Disciplinary Process.**
 - a. In cases of serious violations of this Code, the Board may impose measures that include a written reprimand, suspension, or removal "for cause" in accordance with the applicable Bylaws.
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SECTION 4. RESPONSIBILITIES OF VETERAN MEMBERS

- 1. **Active Participation.**
 - a. Attend events, activities, and informational meetings as appropriate.
 - b. Collaborate on committees or community service projects.
- 2. **Respectful Conduct.**
 - a. Avoid attitudes and comments that may offend or discriminate against others.
 - b. Respect the authority of the Board and Officers in the performance of their duties.
- 3. **Payment of Dues.**
 - a. Timely pay annual dues, unless exempted.
 - b. Refrain from inappropriately pressuring others to pay dues.

4. **Confidentiality.**
 - a. Do not disclose confidential information about projects, donations, or internal processes.
 5. **Compliance with the Code of Conduct.**
 - a. Adhere to this Code at all times; membership suspension or termination may be applied for violations.
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SECTION 5. RESPONSIBILITIES OF VOLUNTEERS

1. **Collaboration and Loyalty.**
 - a. Provide services voluntarily and with utmost dedication.
 - b. Follow the instructions and guidelines established by the Board and Officers.
 2. **Event Conduct.**
 - a. Maintain respectful behavior toward Members, Directors, and the public.
 - b. Do not waste or damage the Organization's resources or facilities.
 3. **Confidentiality.**
 - a. Do not share confidential information obtained during volunteer work.
 4. **Non-Discrimination.**
 - a. Treat all beneficiaries and colleagues impartially and respectfully.
 5. **Compliance with the Code of Conduct.**
 - a. Violating this Code may result in temporary suspension or termination of volunteer status.
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SECTION 6. RESPONSIBILITIES OF FAMILY MEMBERS AND GUESTS

1. **Attendance as Guests.**
 - a. Attend only those meetings and activities to which they were invited by a Veteran Member.
 - b. Be subject to the Organization's rules and regulations for guests.
2. **Conduct and Respect.**
 - a. Maintain appropriate behavior and not interfere in Board decisions or discussions.
 - b. Do not request dues or voting rights.
3. **Access Limitations.**
 - a. Do not access confidential information or restricted areas without authorization.

4. **Compliance with the Code of Conduct.**

- a. Violating this Code may result in immediate revocation of guest status and prohibition from future activities.
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SECTION 7. CONFLICT OF INTEREST

1. **Identification of Conflicts.**

- a. Any individual governed by this Code must disclose real or potential conflicts of interest to the Board.

2. **Disclosure Process.**

- a. At Board or committee meetings, declare the conflict before discussing the matter.
b. Do not participate in voting or decision-making related to the conflict.

3. **Record Keeping.**

- a. The Board will maintain a written record of all disclosures and actions taken.
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SECTION 8. CONFIDENTIALITY

1. **Sensitive Information.**

- a. Do not disclose financial information, personal data of Members, project strategies, or any data classified as confidential.

2. **Data Protection.**

- a. Store Organization documents and files in secure locations.
b. Do not share passwords, digital access, or database information with unauthorized third parties.

3. **Duration.**

- a. The obligation of confidentiality continues even after the relationship with the Organization ends.
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SECTION 9. USE OF RESOURCES AND ASSETS

1. **Proper Use.**

- a. Use resources (vehicles, equipment, supplies, facilities) exclusively for purposes authorized by the Board.

2. **Prohibitions.**

- a. Do not use Organization resources for personal, political, or commercial purposes unrelated to the mission.

3. **Responsibility.**
 - a. Immediately report any damage, loss, or malfunction of assets.
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SECTION 10. HARRASSMENT

1. **Harassment-Free Environment.**
 - a. Do not tolerate verbal, physical, or psychological harassment in any form.
 - b. Promote an inclusive environment, free of discrimination and bias.
 2. **Diversity.**
 - a. Value diverse experiences, cultural backgrounds, and perspectives.
 3. **Equal Opportunity.**
 - a. Provide equitable access to programs, services, and leadership opportunities.
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SECTION 11. LEGAL AND REGULATORY COMPLIANCE

1. **Laws and Regulations.**
 - a. Comply with federal, state, and local laws, including tax provisions applicable to nonprofit organizations.
 2. **Mandatory Reporting.**
 - a. Submit financial and tax reports to government agencies within prescribed deadlines.
 3. **Audits.**
 - a. Cooperate with reviews or audits requested by regulatory bodies.
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SECTION 12. DISCIPLINARY PROCEDURES

1. **Incident Investigation.**
 - a. Upon any alleged violation of this Code, the Board will appoint an ad-hoc committee to review the facts.
2. **Notification.**
 - a. The individual involved will be notified in writing of the charges or allegations and given an opportunity to respond.
3. **Corrective Actions.**
 - a. Depending on the severity, sanctions may include:
 - Written reprimand.

- Temporary suspension (30 days for Directors/Officers as specified in Bylaws).
- Termination of membership, volunteer status, or removal from office.

4. Record of Decisions.

- a. The Board will maintain a record of all disciplinary actions Taken and the reasons.

SECTION 13. CODE OF CONDUCT REVIEW

This Code shall be reviewed annually by the Board of Directors or a designated committee to ensure its currency and effectiveness. Any amendments require the approval of two-thirds ($\frac{2}{3}$) of the sitting directors.

SECTION 14. CERTIFICATION

This Code of Conduct was adopted by the Board of Directors of **Organización Veteranos Mocanos, Inc.** on **July 5, 2025**, and certified by:



1SG(R) Manuel Moreno, Secretary

SECTION 9. REVISION HISTORY

Rev.	Date	Description of Change	Approved By	Adopted By
1.0	07/05/2025	Initial adoption	Board of Directors	1SG (R) Moreno
1.1	08/07/2026	Annual Review – No Changes	Board of Directors	1SG (R) Moreno