

1 CODE OF PROFESSIONAL AND ETHICAL CONDUCT

This Code of Professional and Ethical Conduct (this “**Code**”) sets forth the values, expectations, and standards of East New York Community Land Trust, Inc. (the “**Organization**” or “**East New York CLT**” or “**ENY CLT**”) that are essential to achieving our shared mission and goals.

This Code applies to all Board Members (the “**Board**”), all Organization staff, and Resident Members, Community Members, and Ally Members (“**Members**”) (collectively, the “**Organization Members**”). All Organization Members must accept and adhere to this Code and have an obligation under this Code to maintain and promote professional and ethical conduct as part of their membership in the Organization. The Organization, therefore, will strictly enforce this Code against Organization Members.

This Code is not intended to, and should not be interpreted to, prohibit activities otherwise protected by law.

I. Principles of Professionalism

We expect the Organization Members to uphold the highest standards of professionalism in their conduct with each other and with outside constituencies.

- **Welcoming Culture**: We are committed to creating a welcoming culture, including by acting respectfully and professionally at all Organization and other events, such as media events and when engaging with elected officials.
- **Mutual Respect**: We are committed to fostering an environment of mutual respect among the Organization Members, where Organization Members can engage in robust debates and conversations based on respect for each other’s diverse opinions and experiences. Uncivil conduct will not be tolerated.
- **Commitment to the Mission**: We are committed to furthering the critically important mission and work of the Organization, and we expect the Organization Members to act in the best interests of the Organization so that we can work collaboratively toward our shared goals.
- **Ethical Relationships with Third Parties**: We are committed to conducting the affairs of the Organization ethically and in compliance with all legal requirements. As such, all Organization Members must avoid conflicts of interest and adhere to the Organization’s Conflicts of Interest Policy, including through disclosure of all affiliations with outside organizations.
- **Professional Communication**: We are committed to professional communication among the Organization Members and with the public. We expect all communications to be respectful, honest, made in good faith, and consistent with our commitment to create an environment that is respectful and free from discrimination or harassment, and where all Organization Members shall be treated with respect and dignity. Organization Members may not use their official Organization email addresses for any personal activities (*e.g.*, expressing

personal views about the Organization or other matters that are not related to the Organization's business).

II. Examples of Prohibited Conduct

In addition to the other prohibitions outlined elsewhere in this Code and other policies of the Organization, violations of this Code include, but are not limited to, the following:

- Threatening, harassing, bullying, demeaning or abusing others, either verbally, physically, or in writing.
- Engaging in conduct that is unruly, disruptive, offensive, harmful, illegal, scandalous or violent, that endangers the safety or wellbeing of others and/or that may directly or indirectly damage the Organization's business, reputation or goodwill.
- Failing to follow the rules of any organization or venue hosting, sponsoring, or managing any event that an Organization Member attends in his or her capacity as such.
- Expressing views or opinions of the Organization (as an agent of the Organization or otherwise) without express authorization from the Board of Directors.

Organization Members are, at all times, responsible for compliance with this Code, and this Code shall govern their behavior at all times, including, but not limited to, at press conferences, Organization meetings, engagement with elected officials and other public events. Organization Members are responsible for their conduct as well as the conduct of their guests, agents, and representatives.

III. Anti-Harassment and Non-Discrimination

The Organization strictly prohibits any form of harassment or discrimination based on an individual's race, ethnicity, sex, sexual orientation, gender identity or expression, religion, age, creed, color, marital status, national origin, ancestry, pregnancy or pregnancy-related condition, medical condition, physical or mental disability, military and veteran status, citizenship status, or any other legally protected characteristic. The Organization further strictly prohibits, and does not tolerate, harassment or discrimination against individuals who are perceived to have any of these characteristics or who associate with a person who has, or is perceived to have, any of these characteristics. Because harassment and discrimination undermine the integrity of the Organization and our work and damage the morale of the Organization Members and our community partners. The Organization strictly prohibits such conduct even if such conduct is not severe or pervasive and even if such conduct does not constitute unlawful harassment or discrimination.

Such conduct can include, but is not limited to, harassment and discrimination that is:

- Verbal (for example, epithets, slurs or negative stereotyping; derogatory statements, comments or jokes; threatening, intimidating, or hostile language);

- Physical (for example, assault or inappropriate or unwelcome physical contact; intentionally blocking normal movement);
- Visual (for example, derogatory posters, cartoons, drawings, or gestures); or
- Retaliatory (for example, threatening retaliation or taking retaliatory action).

This list is illustrative and not exhaustive. We will promptly investigate all allegations of harassment and discrimination, and, if warranted, we will take immediate corrective and disciplinary action, including termination of association (if applicable) or status as an Organization Member. We will take disciplinary action against an Organization Member who engages in conduct that violates this policy, even if such Organization Member's conduct occurred at a non-Organization event.

IV. Sexual Harassment

Sexual harassment has no place within or outside of the Organization. The Organization is committed to providing a safe environment for the Organization Members, the external organizations with whom we work, and the public.

Sexual harassment means any harassment based on someone's sex, sexual orientation, or gender identity or expression. Sexual harassment may involve individuals of the same or different genders. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors. Examples of sexual harassment may include, but are not limited to:

- Physical assault of a sexual nature or unwelcome intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, or brushing against an individual's body in a sexual nature.
- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes, or comments about an individual's gender, sexuality, or sexual experience.
- Conditioning any professional benefit on an individual's submission to sexual requests or demands.
- Taking or failing to take action as retaliation against any individual for rejecting sexual advances.

This list is illustrative and not exhaustive. We will promptly investigate all allegations of sexual harassment, and, if warranted, we will take immediate corrective and disciplinary action, including termination of employment (if applicable) or status as an Organization Member. We will take disciplinary action against an Organization Member who engages in conduct that violates this policy, even if such Organization Member's conduct occurred at a non-Organization event.

V. Enforcement

Organization Members are, at all times, responsible for compliance with this Code and any other applicable policies of the Organization in their then-current form. Any misconduct or any other violation of this Code or any other applicable policies of the Organization may result in disciplinary action or termination at the discretion of a majority of the Board or a Committee appointed by them.

VI. Amendment

A majority of the Board may amend, supplement, or supersede this Code in a manner that the Board Members deem to be in the best interest of the Organization. Following any such amendment, the Organization will promptly provide all Organization Members with a copy of the revised Code.

VII. Compliance with Other Policies and Mandatory Trainings

Each Organization Member must adhere to this Code, as well as all other policies and procedures of the Organization applicable to such Organization Member, and any other agreement between such Organization Member and the Organization.

All Board Members and Organization staff must also attend all mandatory Organization trainings (including, but not limited to, sexual harassment and implicit bias trainings). All Members are required to participate in mandatory initial training that may be more limited in scope than Board Member and Organization staff training at the discretion of the Campaigns Director.