

# National Space Society Code of Conduct

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The National Space Society (NSS) is committed to maintaining a professional and ethical environment that protects the reputation and integrity of the Society. Therefore, NSS expects Members of the Board Directors, Officers, Directors/Managers/Coordinators, or employees (collectively, NSS “Leaders”) working on behalf of the Society to uphold the highest standards of professional and ethical behavior, including compliance with this code of ethics and conduct, and applicable laws and regulations, in all Society-related transactions, activities and interactions. The Society may take appropriate actions in the event of a violation of this code.

## 1. Core Values

- In all matters act with integrity and honesty.
- Demonstrate mutual respect, teamwork, and civility in all Society activities.
- Conduct open and honest discussion of differences in viewpoint without resort to ad hominem attacks.
- Adhere to the following NSS policies which may be amended from time to time:
  1. The NSS Nondiscrimination Statement
  2. The Diversity Statement in the NSS Corporate Policies
  3. NSS Policy Regarding Harassment and Discrimination
  4. NSS Conflict of Interest Policy.
- In connection with any NSS activities, discourage actions or behaviors which are contrary to the core values of the Society as expressed in this Code. Such behaviors would include, but are not limited to racial bias, harassment of any kind, intimidation, bigotry, or other nonprofessional behaviors.
- The Society is a non-partisan organization. As such, Leaders shall:
  1. Avoid bringing partisan and/or politicized issues into Society forums, meetings, or activities.
  2. Not disparage or attack other Leaders or members as a result of a partisan role they may hold outside of the Society
  3. Avoid making any statement, positive or negative, about political candidates, parties or partisan leaders in Society forums, meetings, or activities.
  4. Notwithstanding the above, civil discussions that directly relate to the positions of politicians or partisan figures with regard to space policy are appropriate within the Society.

## 2. Society Funds

Leaders who are responsible for the handling of Society revenues, accounts, and associated records and materials are entrusted with the job of ensuring appropriate safekeeping.

### **3. Member Service and Member/Donor/Public Relations**

In every member/public interaction as a representative of NSS, leaders are expected to treat others with respect, professionalism, courtesy and helpfulness whether by telephone, in person, or in writing.

When communicating in public, leaders shall distinguish clearly between their personal views and an official message of the Society. Leaders may not misrepresent their NSS position or authority.

### **4. Society Records**

Leaders, during and after their term in a leadership position, are expected to keep confidential records and information received while a Leader that the Society expects to be confidential. Such confidential information includes, for example, information about the internal operations and finances of the Society, and personal information about Society members, leaders, donors, volunteers, possible donors and volunteers.

### **5. Improper Payments**

Leaders will not permit, encourage, facilitate, make, or offer (whether directly or via any third party) any improper benefit or payment in any country to any person or entity.

An improper benefit includes:

- Any bribe, payoff, kickback, benefit or advantage offered or promised, which is made to obtain or retain an advantage in a commercial transaction or to induce or reward an improper performance of a duty;
- Any gift, payment, favor, entertainment or other thing of value beyond gifts of nominal value or beyond appropriate and proportionate gifts, favors or entertainment of a moderate nature; or
- Any commission, discount or consulting or professional fee not reasonably related to services actually and legally performed.