



华夏中文学校

HUAXIA CHINESE SCHOOL

New Jersey · New York · Pennsylvania · Connecticut

Huaxia Chinese School Code of Conduct

Purpose

This code of conduct details the general requirements and expectations of the board members and the administration staff members of Huaxia Chinese School. It is established in accordance with the Bylaws of Huaxia Chinese School and is intended as an addendum to the Bylaws. Huaxia Chinese School is referred as “the School” or “HXCS” in this document.

The code of conduct for the School administrators helps strengthen professionalism, transparency, and fairness, which can also ensure that administrators are accountable for their actions and that they act in the best interests of the School and its stakeholders.

Scope

Refer to the Bylaws of the School, Section 4.04 Member Conduct. All personnel in scope are referred as Members in this code of conduct.

Codes of Conduct

Members must abide by the Federal laws, the relevant State laws, including Copyright and Trademark laws. Members shall abide by the School Bylaws, Financial Regulations and other rules and regulations of the Huaxia Chinese School and perform duties with reasonable care, good faith and due diligence. Members adopt the following Codes of Conduct to further guide and regulate conducts of all Members.

1. Duties and Responsibilities of Members

- i. Members shall adhere to the rules and regulations formulated by the School. The board members of the School must complete training on the School's bylaws and the code of conduct before he or she can perform his/her duties for the School.
- ii. When necessary, Members have the right to report any suspected violations of school policies, rules or regulations to the Board of the School in a timely manner, and the Board will decide whether to entrust the School executives to handle.
- iii. When involved in disagreements or disputes, Members shall show respect and courteous conduct when communicating with others, and prohibit defamation and personal attacks. No Members shall disrespect, abuse or insult others in verbal, written or electronic communications on social media platforms.

2. Protection of the Reputation of the School and Rights of Members

Members shall consciously maintain the School's reputation, maintain unimpeded and transparent communication channels within the School, and avoid using any ways that are intended, or would reasonably be expected, to harm the reputation of Huaxia Chinese School, the branch schools, or board members and administration team members. Nothing herein shall prevent anyone from making any truthful statement in connection with any investigation by the School or any governmental authority or in any legal proceeding.



华夏中文学校

HUAXIA CHINESE SCHOOL

New Jersey · New York · Pennsylvania · Connecticut

3. Confidentiality

Members shall not disclose any confidential information without written authorization of the School, and shall not intentionally make false or misleading claims about any Members, any School meetings or any School decisions. Confidential information includes non-public information that is designated as confidential or should reasonably be understood as confidential. Detailed discussion at School meetings and non-public information distributed among School members for School meetings are considered as confidential unless the School decides otherwise.

4. Active Participation

Members shall fulfill the duties of their positions and actively attend school meetings and activities. In the case of the unavoidable absence, the member shall communicate with the person in charge to ensure the coverage. When attending an activity, Members shall follow the rules of the activity. In order to attend an external activity on behalf of the School, the member shall communicate with their supervisor and/or related members to receive an approval.

5. Honesty, Integrity, Transparency, Diversity, Inclusion, and Equity

Members shall strive to develop and support a robustly diverse, equitable, and inclusive working environment, where all members create and feel a sense of belonging. Members shall act impartially, honestly and ethically in the best interests of the School and the branch schools. Members must disclose any potential conflict of interest to the School.

6. Prevention of Harassment and Discrimination

The School and its branch schools have a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, ethnicity, religious creed, color, physical disability, gender identity, sexual orientation, or any other status protected by federal, state, or local laws. All forms of harassment of the Members, teachers, students, parents or sponsorship partners are strictly prohibited and will not be tolerated.

If a member has witnessed or has been subjected to any form of discrimination or harassment while conducting HXCS related activities, immediately notify the School. The School will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where a claim is found to have merit.

7. Prohibition of Retaliation

The School strictly prohibits any form of retaliatory action against Members who raise issues or ask questions, make reports, participate in an investigation, refuse to participate in suspected improper or wrongful activity, or exercise workplace rights protected by law.



华夏中文学校

HUAXIA CHINESE SCHOOL

New Jersey · New York · Pennsylvania · Connecticut

8. Disciplinary Actions

Refer to the Bylaws of the School, Section 4.04 Member Conduct and Section 5.09 Removals or Vacancies.

9. Responsibilities of School Volunteers

Volunteers are the people who are not part of the School staff, voluntarily help one or multiple tasks. Volunteers are not paid, except that they may receive reimbursement for their out-of-pocket expenses for their work, or award from the school. Volunteers are important to keep the school alive and thriving. Their work is greatly appreciated.

All volunteers have the responsibility to:

- i. Comply with the policies and procedures of the School;
- ii. Be reliable and responsible;
- iii. Do their duties as assigned and directed;
- iv. Communicate any issues or concerns which are likely to affect their volunteer duties;
- v. Maintain a smooth working relationship with the school staff and stay within the bounds of the volunteer role;
- vi. Keep sensitive school information confidential.

Development Committee Members Responsible for Formulating the Document

Michael Z Wang (Jun 12, 2023 22:32 EDT)

Committee Chair: Ziheng Wang

Rennan Pan (Jun 10, 2023 18:21 EDT)

Committee Co-Chair: Rennan Pan

Weimin Zhang (Jun 11, 2023 23:13 EDT)

Committee Co-Chair: Weimin Zhang

Lillian Zhang (Jun 12, 2023 15:07 EDT)

Committee Member: Liang Zhang

Hao Wang (Jun 12, 2023 16:03 EDT)

Committee Member: Hao Wang

Guoliang Cao (Jun 10, 2023 19:58 EDT)

Committee Member: Guoliang Cao

Committee Member: Hongwei Zhu

Board Chair: Yingkan Bo