



# MOUNTAIN STATES LEGAL FOUNDATION

## CODE OF CONDUCT

- I. IT IS THE POLICY OF MSLF TO CONDUCT ITS BUSINESS BOTH ETHICALLY AND LEGALLY, AND TO PRESENT ITS FINANCIAL INFORMATION, BOTH INTERNALLY AND EXTERNALLY, IN A MANNER THAT WILL NOT MISLEAD OR MISINFORM. IN FURTHERANCE OF THIS POLICY:**
- A. MSLF employees shall maintain MSLF's corporate and financial records in a manner that will assist in the preparation of complete and accurate corporate and financial reports.
  - B. The use of MSLF's funds or assets for any unlawful or unethical purposes is prohibited.
  - C. The establishment of an undisclosed or undocumented fund or asset is prohibited.
  - D. Knowingly making any false or misleading entry in MSLF's financial books or records is prohibited.
  - E. The making of any payment or disbursement to any third party for any purpose other than as stated on a voucher or invoice is prohibited.
  - F. The written or oral distribution of any knowingly false or misleading financial information or report, whether internal or external, is prohibited.
  - G. Any employee who has knowledge of or strong reasons to suspect unethical or illegal behavior is required to report such behavior as set forth in MSLF's handbook. .
  - H. Retaliation against any employee who has reported suspected unethical or illegal behavior in good faith is prohibited.
  - I. Knowingly making a false accusation or making an accusation with reckless disregard for the truth is prohibited, and may subject the employee to termination.

**II. IT IS THE POLICY OF MSLF TO PROVIDE AN EQUAL EMPLOYMENT OPPORTUNITY. IN FURTHERANCE OF THIS POLICY:**

- A. Any form of discrimination based upon race, color, religion, age, sex, pregnancy, sexual orientation, national origin, veteran status, disability, or other protected status is prohibited.
- B. All employees are encouraged to report incidents of discrimination to the appropriate supervisor.
- C. MSLF will promptly investigate all reports of discrimination and will take remedial action as appropriate, up to and including termination.
- D. The retaliation against any employee who has reported suspected discrimination is prohibited.
- E. Knowingly making a false accusation or making an accusation in reckless disregard for the truth is prohibited and may subject the employee to termination.

**III. IT IS THE POLICY OF MSLF TO PROVIDE A WORK ENVIRONMENT THAT IS FREE OF SEXUAL HARASSMENT. IN FURTHERANCE OF THIS POLICY:**

- A. MSLF prohibits:
  - 1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or inappropriate gender-based nature, especially where:
    - a. Submission to such conduct is made (explicitly or implicitly) a condition of an individual's employment; or
    - b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment; or
    - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
  - 2. Offensive verbal comments, in other words, sexually explicit language, jokes, epithets, derogatory or degrading

sexual language, including comments, slurs, discussion of sexual activities, crude and offensive language, or graphic or suggestive comments about an employee's dress or body.

3. The display or creation of sexually inappropriate printed, audio, written, or electronic materials, photographs, or other material in the workplace.

- B. All employees are encouraged to report incidents of sexual harassment to the appropriate supervisor.
- C. MSLF will promptly investigate all reports of sexual harassment and will take remedial action as appropriate, up to and including termination.
- D. The retaliation against any employee who has reported suspected sexual harassment is prohibited.
- E. Knowingly making a false accusation or making an accusation in reckless disregard for the truth is prohibited and may subject the employee to termination.

**IV. IT IS THE POLICY OF MSLF THAT ITS EMPLOYEES CONDUCT THEMSELVES IN A WAY THAT REFLECTS THE HIGHEST ETHICAL STANDARDS. IN FURTHERANCE OF THIS POLICY:**

- A. All employees must agree in writing to abide by MSLF's Conflict of Interest Policy.
- B. All employees must conduct themselves in a way that reflects MSLF's core values - integrity, commitment to purpose, accountability, persistence, and unselfishness.

**V. IT IS THE POLICY OF MSLF TO REPRESENT ITS CLIENTS COMPETENTLY, DILIGENTLY, AND ETHICALLY. IN FURTHERANCE OF THIS POLICY, ALL MSLF ATTORNEYS SHALL BE FAMILIAR WITH THE COLORADO RULES OF PROFESSIONAL CONDUCT AND ANY OTHER APPLICABLE RULES OF PROFESSIONAL RESPONSIBILITY AND CONFORM THEIR BEHAVIOR ACCORDINGLY.**

**VI. IT IS THE POLICY OF MSLF THAT ALL COMMUNICATIONS FROM MSLF'S STAFF TO ITS GOVERNING BOARDS SHALL BE ACCURATE AND TRANSPARENT.**