



Employee Code of Conduct

At Firewheel STEM Institute, our first commitment is to our community and the students we serve. We are each personally responsible for honoring that commitment and for serving as stewards of our organization's legacy of bridging the STEM divide. We do that by committing to our values, and by holding ourselves to the highest standards of conduct in how we do our work, and how we treat one another. We understand that observing the highest ethical standards of conduct is not only the right thing to do, but is critical to our sustainability as a community service provider.

By signing or e-signing at the bottom of this form, I acknowledge that I have received, or have access to, have read, and agree to comply with the expectations of me set forth in this Code of Conduct document as well as the following:

- The Firewheel STEM Institute [Employee Handbook](#)
- The Firewheel STEM Institute [Conflict of Interest Policy](#)
- The Firewheel STEM Institute [Whistleblower Protection Policy](#)
- The Firewheel STEM Institute [Document Retention and Destruction Policy](#)
- The Firewheel STEM Institute [Gift Acceptance Policy](#)

I commit that:

- I will comply with all applicable laws, rules, regulations and Firewheel STEM Institute policies. If I do not understand them, I will seek guidance.
- I will prioritize safety and integrity above all else. If I see something that raises a safety concern, I will speak up immediately.
- I will treat my colleagues with respect and understand that harassment will not be tolerated.
- I will work to support the Firewheel STEM Institute mission and build an inclusive culture in which diverse experiences and voices are heard, respected, and incorporated into the most important issues that we face.
- I will not take advantage of or abuse my Firewheel STEM Institute position to seek personal gain.
- I will promptly report any illegal, improper, or unethical conduct to my management or through other appropriate channels.
- I will never retaliate against or punish anyone who speaks up to report a concern.

For additional information, please visit the [Firewheel STEM Institute website](#).

Please note that the Code of Conduct is not intended to prohibit or infringe on any federal, state or local law.

Name: _____

Signature: _____ Date: _____