



NEIGHBORHOOD LEGAL SERVICES, INC.

EQUAL JUSTICE FOR ALL

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Code of Conduct for Neighborhood Legal Services, Inc.

Neighborhood Legal Services, Inc. is guided by the New York State Unified Court System Rules of Professional Conduct, as adopted by the Appellate Divisions of the State Supreme Court, and the rules and regulations set forth by the Legal Services Corporation in the LSC Regulations 45CFR Part 1600-1644. In addition, the following Code of Conduct applies to staff members, administrative staff, and the Board of Directors:

1. The Code of Conduct prohibits the solicitation and acceptance of gifts or gratuities by officers, employees, and agents for their personal benefit in excess of minimal value;
2. Violations of the Code of Conduct will be referred to the Executive Director, who with the assistance of the Board of Directors, will investigate such violations, determine the severity of the offense, and provide a written memorandum of the offense and outline disciplinary actions in accord with the employment contract and the appropriate regulations.
3. The Code of Conduct is distributed to all members of the staff and Board of Directors during orientation and is posted at www.nls.org.

William J. Hawkes, Executive Director

10-15-14

Date

Timothy W. Hoover, Board President

10/15/2014

Date

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