



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 35-10

7 APRIL 2008

Personnel Procedures

ETHICS POLICY

This regulation states the policy implementing Civil Air Patrol's commitment to ethical standards of behavior for the organization as a whole and for its members.

1. General. Our nation expects and deserves a high standard of professional conduct from Civil Air Patrol in all of its activities. The American public entrusts CAP with their safety and welfare and with the character development of their children. Since 1941, CAP has amassed an admirable record of fulfilling the expectations of the citizens it serves. And it must continue to do so. The purpose of this introductory regulation is to introduce, confirm, and strengthen, Civil Air Patrol's policy of maintaining the highest standards of ethical conduct among its members. Compliance with this regulation is mandatory for all CAP members, regardless of position or duty assignment.

2. CAP's Core Values Form the Foundation for its Ethical Standards. Ethical standards in CAP serve as a moral guide for members to follow in the performance of their duties. These standards are derived from what CAP "values" most about its service to the nation—its Core Values. In February 1999, at the Winter National Board, CAP announced its four official Core Values: "Integrity, Volunteerism, Excellence, and Respect." These values represent a cultural commitment within Civil Air Patrol to practice basic honesty, to give of one's self for the betterment of humanity, to deliver top quality services, and to treat others fairly.

3. CAP's Ethical Standards. An analysis of certain key areas wherein the ethical conduct of CAP members is paramount resulted in the development of the ethical standards outlined below. These standards are general in nature and are not all-inclusive. Numerous other CAP programs address personal and professional conduct, but they are beyond the scope of this directive.

a. Responsible Stewardship of CAP's Resources and Assets. Strive for effective accounting/reporting systems, internal controls, and take measures to ensure subordinate staff members are competent to perform their duties. Use fair and impartial policies and practices to fill all volunteer and CAP corporate positions. All CAP members, especially commanders at all levels, will act in a fiduciary capacity toward the organization and its members.

b. Avoid any Conflicts of Interest. No CAP member may use corporate property, information, or their position for improper personal gain or benefit.

c. Ensure Working Relationships are based on Mutual Respect, Fairness and Openness. CAP members will behave honestly and ethically at all times and with all people. Individuals will not take unfair advantage of anyone through manipulation, intimidation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

d. Fair Dealings in all External Business Relationships. Preserve and promote CAP's public image as an ethical organization by acting in good faith, with due care, and engage only in fair and open competition. Ensure ethical treatment of all competitors, suppliers, customers, and colleagues. Consult with supervisory personnel before accepting any gift or entertainment. The specific standards of conduct associated with contracting and acquisitions are beyond the scope of this regulation. For more information, consult CAPR 70-1, *Civil Air Patrol Acquisition Regulation*.

e. Confidentiality. CAP members must protect all sensitive and confidential information entrusted to them. Failure to do so can compromise the confidentiality of the information and cause undue harm to individuals or organizations.

4. Ethics Education for CAP Members. Civil Air Patrol adult members receive instruction on ethics in the CAP Orientation Course. This course is mandatory for all new members per CAPR 50-17, *Senior Member Professional Development Program*. Ethics education and Core Values education are also contained in follow-on courses such as the Squadron Leadership School, Corporate Learning Course, Unit Commanders Course, and the National Staff College.

5. Resolving Complaints of Unethical Conduct. Promoting, maintaining, and enforcing high standards of ethical conduct in Civil Air Patrol is a command responsibility. Accordingly, any CAP member who has reason to believe CAP's ethical standards have been violated should report it through his or her respective chain of command.