OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

25 August 2005

To all Civil Air Patrol members and employees:

CIVIL AIR PATROL ETHICS POLICY

Scope

As a matter of fundamental principle, Civil Air Patrol (CAP) should adhere to the highest ethical standards because it is the right thing to do. This policy tasks all CAP members and employees to perform their missions in a manner that brings credit to the organization and themselves.

Statement of Ethics

CAP Ethics are built on a foundation of accountability, integrity, fairness and excellence. This means more than simple honesty—you have an affirmative duty to tell the whole truth. It embraces other attributes such as courage, responsibility, justice, openness, self-respect, humility, and excellence in each and every task we face. Your ethical conduct is a representation of Civil Air Patrol. Adherence to this statement of ethics is mandatory for all staff, board members and volunteers of CAP.

Ethical Standards

The Standards of Ethics include, but are not limited to:

1. Responsible stewardship of CAP's resources and assets.
   We will strive for effective accounting/reporting systems, internal controls and competent staff.
   Only fair and inclusive hiring and promotional policies and practices will be used for all board, staff and volunteer positions. Integrity and honesty must be utilized in all transactions and dealings.

2. Avoidance of any conflicts of interest.
   No board member, staff or volunteer may use corporate property, information or position for improper personal gain or benefit.
   Any individual who becomes aware of a conflict of interest or potential conflict of interest must report it appropriately.

3. Working relationships based on mutual respect, fairness and openness.
   Board members, staff and volunteers 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.

4. Fair dealing in all external business relationships.
   In order to preserve public perception of CAP, board members, staff and volunteers will act in good faith, with due care, and shall engage only in fair and open competition, by treating ethically all competitors, suppliers, customers, and colleagues.
   No gift or entertainment will be accepted by board members, staff, volunteers, that is excessive in nature or is not consistent with customary business practices.

5. Confidentiality
   Board members, staff and volunteers must protect all sensitive and confidential information entrusted to them.

Compliance

Civil Air Patrol takes adherence to this policy very seriously. Any member and/or employee may immediately report any suspected violations through their respective chain of command. Any commander or supervisor who is made aware of an allegation of this Ethics Policy shall report it in accordance with the appropriate CAP or employee directive.

In order to continue our tradition of excellence, integrity and service to our country, we have created an Ethics Policy. Compliance with this policy is mandatory. As representatives of this organization, your conduct must follow the highest ethical standards possible.

We will not require you to sign a copy of this policy, but your membership or employment with CAP is contingent upon your acceptance of the policy.

ANTONIO J. PINEDA
Major General, CAP
Commander