

Code of Values and Ethics

1. A better world for all: we are committed to a more just and equitable world for beings of all species. We believe there is value in all living things.
2. Transparency: we value honesty and transparency, in our organization, in our selves, and in our work.
3. Integrity: we will act, at all times, ethically and professionally. Our mission will remain at the forefront of all we do.
4. Respect: we treat all with respect, even during times of conflict or disagreement, and we value our differences, including differences of opinion.
5. Innovation: we embrace bold creativity, meaningful change, and improvement. We value thinking in new ways with new results.
6. Inclusion: We value voices of all experiences and welcome everyone at the table. All members of the MII team will be empowered and supported to be their authentic selves in our organization. We will remain conscious of [MII's belief in Diversity, Equity, Inclusion, and Belonging \(DEIB\)](#) at all times.
7. Learning: We are never done learning -- about ourselves, our colleagues, our work, and our world. We will continue to challenge ourselves in our learning and in the ways we interact with the world and each other.
8. Accountability: We acknowledge our mistakes and we will learn from our mistakes, but we can only do that when we hold ourselves accountable. At all times we will be honest with ourselves, our colleagues, and our stakeholders.

MII Norms and Code of Conduct

1. We will remain open to learning new things and approaching circumstances from different perspectives. We will keep open minds, remembering that we do not know everything. We will be open to being wrong and to the idea that more often than not, there is more than one right.
2. We will speak when we have something of value to add but remember to leave space for others' voices. When another voice has more experience or a different perspective, we will give that voice the respect and space it deserves.

3. We listen to understand.
4. We respect each others' time, both internally and externally: meetings will start on time, agendas will be used and notes taken, we will come prepared, we will not hold meetings for meetings' sake.
5. We will make mistakes because we are human. We will meet these mistakes with humility and accountability. We will be gracious with ourselves and with others. We will learn from our mistakes and our challenges. We encourage team members to come forward with their mistakes so we can address them together, as a team. Honesty and accountability are paramount.
6. We will approach each other with the best intentions and we will assume best intentions in others.
7. We will amplify the voices of others and remember to always give credit where credit is due.
8. There are no failures, only lessons.
9. Stories stay but lessons go. What is said in confidence among us will stay between us and individuals' stories will not be shared unless permission is given. Lessons we learn from each other, our stories, trainings, our successes and our not-successes will be incorporated into our work, our culture, and our relationships with each other.
10. When we commit to something, whether a project, task, or other - we will follow through. If we are unable to do so, we will be open, honest, and communicative with each other.
11. We will present and address issues in a way promoting mutual discussion and where possible, solution. We also recognize some discussions may be uncomfortable and may not have closure but that they are important conversations nonetheless. We will remain open to such conversations and recognize the potential value in having them.
12. We work better together and not in a vacuum. We will communicate clearly and frequently with each other and we will strive to leave our egos behind. The MII team is stronger than any one of us alone.
13. Everyone's opinion matters. We stay innovative by listening to the voice of everyone in the room.
14. Communication is key -- always. As an entirely remote team, we must have open and transparent communication with each other at all times. There is no such thing as being

overly communicative. What should be held in confidence, will be held in confidence (where legally permissible).

MII as Individuals

1. We are each humans first. We are more than employees of MII: we have families, friends, physical and emotional needs. Staff should prioritize their health always, including sleep, diet, and exercise. If exercising in the middle of the day is the best time for you, please exercise whenever suits you best. Staff are encouraged to take the steps necessary to support their mental health as needed too. If you need to make appointments during the work day for your mental or physical health, please do so. There is no need to label *any* appointments on your calendar and you can merely mark yourself as busy. The same goes with taking care of your loved ones and your personal life.
2. No two individuals work in the same way. Volunteers, contractors, and staff are encouraged to work in the ways that allow them to do their best work. We ask staff to be communicative with their colleagues so each of us know what to expect from each other and so that our workstyles can work together. Communication is vital -- we should work together to find ways of being most productive as a team but also as individuals with different needs, personalities, and work habits.
3. Everyone is encouraged to be vulnerable with each other. If you are experiencing a difficult time in your life or your work, please consider sharing this with those colleagues you are comfortable sharing with. You may speak to Cortney in her HR role, your supervisor, Nicole, another colleague, or if you are most comfortable speaking with a Board member, please feel free to do so. None of us are islands and having support can make a difference in times of stress and difficulties. We are colleagues but we are also a community unto ourselves. We want each of us to feel holistically supported. If you notice a colleague having a difficult time, however that presents, consider offering them your support.
4. Work-Life Balance is incredibly important. Of course, there will be busy periods for each of us, but we do not want you constantly overwhelmed. We are more than happy to discuss potential solutions with you and we understand that being overwhelmed by work is not a reflection on you or your ability to do your job. Rather, if you are consistently overwhelmed, it alerts us that we need to review and perhaps remap MII's priorities and/or shift the way in which we do our work. If you are often being overworked and over-extended, it is because MII has asked too much of you or because we have grown, and what once made sense as a small organization no longer makes sense. (It can be good news -- we've got growing pains because we're growing!) If you are feeling overwhelmed and/or unable to balance your work and personal life, please raise it with Cortney, Nicole, the Board, or your supervisor. You may do so anonymously if you are

more comfortable doing so.

5. MII asks each volunteer, contractor, and staff member to take the time to check in with their own mental and physical health on a regular basis. If you are [feeling burnt out](#) or approaching burnout, please speak with Cortney, your supervisor, and/or Nicole (or again, the Board if you'd rather). We are each human first and foremost; taking time away from work and/or blocking off days just to focus on your job and what you need to accomplish is entirely valid. Your time is your time and you are best placed to determine what works best for you.

Additions

Is there a MII value or norm that is missing? Please email [Cortney](#) with suggestions and/or edits or feel free to comment on the document directly. This is a living document and we expect it to change from time to time as we discover better ways in which we can operate and as we grow as individuals and as an organization.

Accountability in our Values, Ethics, and Norms

In order to ensure we follow our values, we need to work together, help each other, and keep each other accountable.

What should we do when someone isn't expressing our values?

1. If the issue violates our [Anti-Harassment Policy](#), please follow the procedures in that policy.
2. If the issue does not rise to that level but still doesn't comply with our code of conduct, norms, or values, approach the other person with an open and kind heart. Ask them how they are. Check in with them. See if there might be something going on which makes it more challenging for them at that moment. If appropriate, gently remind them about MII's code of conduct.
3. If you feel comfortable proceeding to address the issue, use words expressing your feelings. Recognize that your feelings are also just your feelings and that others might have a different perspective.
4. If the issue is not resolved, then consider discussing how to approach it further with Cortney, in her role as head of HR. Everything shared with Cortney that can legally be kept confidential will be confidential. If you are uncomfortable talking to Cortney, please also consider if you would be comfortable talking to Nicole.
5. If you are still uncomfortable or Nicole is part of the problem, know that you can always follow the procedures in our [Whistleblower Policy](#), use our anonymous forms¹, and contact MII's Board member(s).

¹ If you are unable to find these on the Drive, please contact Operations (operations@materialinnovation.org). They are not hyperlinked here as this is a public document.