

KITA WARE

COMMUNITY PARTICIPATION & CODE OF CONDUCT

Ethics • Respect • Boundaries • Confidentiality • Accountability

Introduction

This Community Participation & Code of Conduct establishes shared expectations for Community Affiliates, Fellows, Mentors, volunteers, committee participants, Advisors, and other individuals whose KITA WARE participation materials incorporate this Code. It is intended to support ethical, respectful, safe, and mission-aligned participation while preserving clear role, authority, confidentiality, and organizational boundaries.

Purpose & Application

Area	Purpose
Mission Alignment	Connect participation to KITA WARE's mission, values, strategic direction, and commitment to strengthening existing systems.
Respectful Participation	Support professional, reliable, culturally respectful, and community-conscious engagement.
Role & Authority Clarity	Help participants understand the scope of an approved activity, appointment, or service relationship.
Information Stewardship	Protect confidential, sensitive, nonpublic, and activity-specific information when access is provided.
Accountability	Promote accurate representation, responsible follow-through, and compliance with applicable instructions and requirements.

FOUNDATIONAL PARTICIPATION STANDARD

Titles and roles may differ, but KITA WARE expects ethical and mission-aligned participation across community, fellowship, mentorship, advisory, committee, and volunteer activities. This Code does not itself create or expand governance authority, employment, compensation, contractual rights, or authority to bind KITA WARE. Any such status or authority must arise from applicable governing documents, a formal appointment, delegated authority, or a separate written agreement.

Core Standards of Conduct

Participants help protect the quality and integrity of KITA WARE’s work by acting consistently with the organization’s values and by staying within clearly defined roles and responsibilities.

Standard	Expected Practice
Mission Alignment	Participate in ways that support KITA WARE’s mission, values, ethical orientation, and commitment to strengthening existing systems.
Respectful Engagement	Interact with community members, partners, participants, volunteers, staff, and organizational leaders respectfully and professionally.
Integrity & Accurate Representation	Act with honesty, transparency, accountability, and ethical discipline; represent facts, roles, and organizational relationships accurately.
Role Boundaries	Stay within the scope of the activity, project, committee, fellowship, mentorship, advisory role, or volunteer assignment for which participation has been invited or approved.
Reliability & Follow-Through	Communicate responsibly and provide appropriate follow-through when accepting an activity, assignment, or commitment.
Cultural & Place-Based Respect	Respect Hawai’i’s diverse cultures, communities, organizations, and place-based knowledge.
Learning & Excellence	Use evidence, experience, reflection, continuous learning, thoughtful innovation, and disciplined improvement to strengthen participation and service.

RESPECTFUL AND SAFE PARTICIPATION

KITA WARE expects participation free from harassment, discrimination, bullying, intimidation, threats, exploitation, or retaliation. Participants should contribute to an environment that respects human dignity, inclusion, personal boundaries, and the safety of others.

VALUES IN PRACTICE

KITA WARE’s core values—Knowledge, Leadership, Integrity, Stewardship, Community, and Excellence—are intended to shape conduct, decisions, relationships, communication, research, governance, and service. Ethical participation is expected regardless of title or role.

Communication, Representation & Conflicts of Interest

Clear communication and accurate representation protect public trust, organizational relationships, and the boundaries of each participation role.

Area	Conduct Standard
Public Representation	Do not speak for or publicly represent KITA WARE unless specifically authorized to do so.
Commitments & Obligations	Do not enter agreements, make commitments, incur expenses, sign documents, or otherwise create obligations for KITA WARE without appropriate authority.
Titles & Affiliation	Use KITA WARE titles and affiliation descriptions accurately and only within the scope of the approved relationship.
Name, Logo & Identity	Do not use KITA WARE's name, logo, or affiliation in a way that implies authority, endorsement, appointment, or responsibility beyond the approved relationship.
Communications	Follow applicable KITA WARE communication instructions and safeguard organizational, partner, participant, research, and project information.
Conflicts of Interest	Comply with conflict-of-interest disclosure or review requirements when they apply to an appointment, committee, project, activity, or other participation relationship.

AUTHORITY REMINDER

Participation in a KITA WARE activity does not, by itself, authorize an individual to speak on behalf of the organization, direct others, commit funds, sign documents, or bind KITA WARE. Authority must be separately established through the appropriate governance, appointment, delegation, or written authorization process.

WHEN IN DOUBT ABOUT AUTHORITY

Before making an external commitment, public statement, financial commitment, or representation that could reasonably be understood as an official KITA WARE action, the participant should obtain clarification through the appropriate KITA WARE role lead or authorized organizational contact.

Confidentiality, Privacy & Information Stewardship

Community participation does not create automatic access to confidential or restricted information. When access is provided for an approved activity, participants are expected to protect the information and follow all applicable confidentiality, privacy, data-use, and project instructions.

Information Standard	Expected Practice
Access	Access only information that is provided or authorized for the approved role, project, activity, or assignment.
Protection	Protect confidential, sensitive, or nonpublic organizational, personnel, financial, participant, partner, research, or project information.
Approved Purpose	Use information only for the purpose and within the scope of the activity for which access was provided, consistent with applicable written instructions.
Sharing & Disclosure	Do not disclose nonpublic information outside the approved scope of participation or to persons who are not authorized to receive it.
Data-Use Expectations	Follow project- or activity-specific data-use expectations, access requirements, and information-handling instructions when applicable.
Confidentiality Acknowledgment	Complete a separate Confidentiality Acknowledgment when KITA WARE determines that a future activity or project involves access to confidential, sensitive, or nonpublic information.

CONFIDENTIALITY IS ACTIVITY-SPECIFIC

This Code establishes the general expectation to safeguard information. It does not replace a separate Confidentiality Acknowledgment, data-use requirement, project agreement, or other written information-protection requirement when one applies.

Activity-Specific Participation, Safety & Role Boundaries

Acceptance into a general participation relationship does not automatically authorize participation in every KITA WARE activity, project, committee, fellowship, research effort, or partnership. Additional qualifications, appointment, authorization, orientation, or written agreements may be required depending on the opportunity.

Requirement	Participant Responsibility
Eligibility & Qualifications	Participate only in activities for which applicable eligibility, qualifications, and approval requirements have been met.
Orientation & Training	Complete required orientation, training, briefings, or instructions before beginning an activity when required.
Safety Requirements	Follow applicable safety requirements, activity instructions, and reasonable safeguards associated with the approved work.
Scheduling & Coordination	Follow agreed schedules, communication channels, coordination procedures, and role-specific instructions.
Project-Specific Requirements	Comply with confidentiality, conflict-of-interest, data-use, code-of-conduct, or other written project requirements when applicable.
Research & Learning Activities	Follow the approved scope, instructions, information-access limits, and any additional research or evaluation requirements established for the activity.

FLEXIBLE PARTICIPATION

Participation in every opportunity is not required. Specific activities may have separate eligibility, training, confidentiality, scheduling, safety, authorization, or project requirements. Participants should not assume that a general affiliation, fellowship, mentorship, committee, advisory, or volunteer relationship automatically carries into a separate activity.

STEWARDSHIP OF RESOURCES AND REPUTATION

Participants should care responsibly for people, resources, partnerships, reputation, mission, heritage, and KITA WARE's long-term institutional interests while carrying out approved activities.

Community Engagement & Responsible Collaboration

KITA WARE’s community-systems approach emphasizes listening, learning, collaboration, and responsible contribution. Participation should strengthen relationships and existing systems rather than create unnecessary duplication or imply that KITA WARE replaces specialized direct-service responsibilities.

Collaboration Standard	Expected Practice
Listen Before Leading	Seek to understand community and organizational needs, strengths, opportunities, challenges, lived experience, and place-based knowledge before proposing or acting.
Respect Existing Expertise	Recognize the expertise, mission boundaries, and responsibilities of established leaders, service providers, organizations, and community partners.
Strengthen Existing Systems	Contribute in ways that support coordination, capacity, learning, and resilience rather than creating unnecessary parallel structures.
Appropriate Boundaries	Maintain the boundaries of the approved KITA WARE role and do not assume direct-service, case-management, governance, or contractual responsibilities that have not been assigned.
Reciprocal Engagement	Build relationships grounded in trust, respect, shared purpose, responsible communication, and reciprocity.
Formal Commitments	Use appropriate written agreements or authorizations when collaboration involves commitments, representation, data, resources, financial obligations, or other formal responsibilities.

COMMUNITY-SYSTEMS PRINCIPLE

KITA WARE’s role is to complement—not duplicate—existing systems. Responsible collaboration preserves organizational boundaries, recognizes specialized expertise, and uses appropriate authorization when formal commitments are involved.

Accountability, Questions & Relationship to Other Documents

Participants are responsible for understanding the requirements that apply to their specific KITA WARE relationship and for seeking clarification when role boundaries, authority, confidentiality, safety, or project expectations are unclear.

QUESTIONS OR CONDUCT CONCERNS

Questions about the application of this Code should be raised through the appropriate KITA WARE role lead, project lead, committee lead, or authorized organizational contact before proceeding with an action that may exceed the participant's approved scope.

IMPLEMENTATION NOTE

This Code establishes shared conduct expectations but does not, by itself, create a disciplinary, grievance, or appeals procedure. Any response to a conduct concern should be handled under applicable governing documents, appointment terms, activity requirements, written agreements, or other duly adopted KITA WARE policies.

Relationship to Other Documents

Document	Relationship to This Code
Tiered Participation, Leadership & Service Framework	Master reference for role architecture, titles, status distinctions, and authority language.
KITA WARE Organizational Overview	Provides identity, strategic approach, institutional systems, and participation context.
Mission, Vision, Core Values & Strategic Priorities	Provides the ethical and strategic foundation for participation expectations.
Community Affiliate Role Description	Defines Affiliate purpose, opportunities, status, boundaries, and activity-specific requirements.
Community Affiliate Acceptance Form	Documents voluntary acceptance of the Affiliate relationship and applicable conduct expectations.
Confidentiality Acknowledgment	Adds specific confidentiality obligations when access to nonpublic information is expected.
Project- or Activity-Specific Materials	May add orientation, schedules, safety, conflict-of-interest disclosures, data-use expectations, or other requirements.

INSTITUTIONAL ADOPTION NOTE

If KITA WARE intends to treat this Code as an official organizational policy, the Board of Trustees should review and approve it through the appropriate resolution or policy-adoption process.

LEARN MORE Website: www.kita-ware.net • General Contact: info@kita-ware.net