



## NLSC Member Code of Conduct

The National Language Service Corps (NLSC) Member Code of Conduct represents our values in action, and these elements set expectations for NLSC member behavior. The NLSC Code of Conduct does not excuse NLSC members from any other laws or ethical requirements that may apply to the member (e.g., security clearance, professional certification).

- a. **Uphold NLSC and Government values.** Recognize that when you are identified as an NLSC member and speaking about language, regional expertise, and culture, you may be perceived as a representative of the U.S. Government and need to act according to the values and principles of the NLSC and Defense Language and National Security Education Office.
- b. **Be respectful, kind, and courteous.** Engage with peers, colleagues, and U.S. Government partners in a spirit of cooperation, mutual respect, and learning. The NLSC does not tolerate obscene, defamatory, discriminatory, abusive, sexually explicit, or threatening language, nor does it condone speech that would constitute harassment, hate, bullying, hazing, retaliation, or reprisal.
- c. **Be honest and ethical.** Raise issues of concern that may violate the law or jeopardize sensitive information with the NLSC via email at [outreach@nlsc.org](mailto:outreach@nlsc.org).
- d. **Share your expertise.** When participating in NLSC activities, be mindful of your areas of competency and growth. Commit to sharing your skills and expertise with peers and U.S. Government partners and improving your areas of growth.
- e. **Participate in the spirit of volunteerism and patriotism.** NLSC service should be viewed as a volunteer activity. Participating in NLSC activities as an NLSC member is not a route to becoming a full-time NLSC employee, nor is it a means to market services to the NLSC or the Department of Defense. Further, NLSC service through mission activation should not be approached as a steady source of income; not only do mission opportunities fluctuate based on government partners' language needs, but the NLSC considers funds provided to mission-activated members as an hourly stipend for labor and not as a fee, wage, or salary.
- f. **Treat everyone equally.** Respect and adhere to laws and regulations that provide equal opportunity for all Americans regardless of race, color, gender, national origin, religion, sexual orientation, veteran status, disability, age, gender identity and expression, or any other legally protected category.
- g. **Embody exemplary citizenship.** Respect the Federal Government, adhere to the Constitution and laws, and conduct yourself in an ethical manner as a U.S. citizen. Abstain from any activities that conflict with official Government duties and responsibilities.
- h. **Do not use the NLSC for political, commercial, or religious gain.** You are not permitted to use the NLSC name to sell products and services or recruit others to participate in political, commercial, or religious activities. Understand that during your personal time, and using your own resources, you may engage in appropriate and legal political, commercial, and religious activities.
- i. **Serve with integrity.** When supporting Government partners, do your own work. You may use reference materials and computer-assisted translation tools to complete assignments, but do not outsource work to automated translation engines, e.g., Google Translate. Take responsibility for the quality of your work by manually reviewing and correcting all translation assignments.



## NLSC Values

As a volunteer organization administered by the United States Government, reliant on the patriotism and commitment of its citizen volunteers, the National Language Service Corps (NLSC) promotes specific values integral to everything we do. All NLSC members and staff must embody the organization's values:

- a. **Public service.** The NLSC values public service and is committed to addressing critical Federal Government language needs through volunteerism. We are inspired to make a change in the world using language skills and cultural experiences.
- b. **Language and cultural exchange.** The NLSC believes cross-cultural and language exchange is a force for peace and prosperity and has the power to foster relationships, mutual understanding between individuals, and knowledge across communities.
- c. **Diversity and inclusion.** The NLSC is an inclusive organization valuing people with diverse backgrounds and experiences. The NLSC does not discriminate, or favor based on race, color, gender, national origin, religion, sexual orientation, veteran status, disability, age, gender identity and expression, or any other legally protected category.
- d. **Continuous learning.** The NLSC believes in self-improvement, education, and persistent growth of language, regional expertise, and culture skills. Through continuous growth, NLSC members are always ready to apply their skills to address Government needs around the world.
- e. **Professionalism.** The NLSC understands the criticality of professional conduct, including appearance, attitude, behavior, and skills, when representing the NLSC and U.S. Government.
- f. **Collaboration.** The NLSC values a collaborative environment and believes that members can achieve more by sharing their knowledge, experiences, and expertise with others. All NLSC members treat each other with respect and compassion to create and maintain safe and productive working environments.