

Policy for Ethical Behavior

Purpose

The purpose of this policy is to promote integrity, accountability, and respect in all actions taken on behalf of the organization. As a nonprofit, we are entrusted with public confidence and resources; maintaining the highest ethical standards ensures that we fulfill our mission responsibly and uphold the trust of our donors, partners, and the communities we serve.

Scope

This policy applies to all board members, officers, employees, volunteers, contractors, and representatives of the organization.

Core Principles

1. Integrity and Honesty

- Conduct all organizational activities with honesty, fairness, and transparency.
- Represent the organization truthfully and avoid any form of deception or misrepresentation.
- Fulfill commitments and take responsibility for personal and professional actions.

2. Respect and Fair Treatment

- Treat all people with dignity, courtesy, and fairness, regardless of background, position, or belief.
- Foster a positive, inclusive, and collaborative work environment.
- Value differing perspectives and promote open communication.

3. Stewardship and Accountability

- Use organizational funds, property, and resources responsibly and solely for nonprofit purposes.
- Avoid waste or misuse of funds and ensure sound financial management.
- Uphold transparency in reporting, budgeting, and decision-making.

4. Conflicts of Interest

- **Avoid any personal or financial interests that could influence—or appear to influence—decisions made on behalf of the organization.**
- **Disclose any potential conflicts promptly to the board chair or supervisor.**
- **Abstain from participating in decisions where a conflict exists.**

5. Confidentiality

- **Respect and protect sensitive or proprietary information obtained through nonprofit activities.**
- **Share information only with authorized individuals and for legitimate organizational reasons.**
- **Maintain discretion even after leaving the organization.**

6. Compliance with Laws and Policies

- **Follow all applicable local, state, and federal laws, as well as organizational bylaws and internal policies.**
- **Report suspected violations of this policy or of legal requirements promptly and in good faith.**
- **Cooperate fully in any review or investigation.**

7. Public Trust

- **Remember that personal conduct reflects on the organization's reputation and mission.**
- **Avoid actions or statements that could damage public confidence in the nonprofit's integrity.**
- **Promote openness and accountability in all interactions with the public, partners, and donors.**

Reporting and Enforcement

- **Any individual who becomes aware of unethical behavior, misuse of funds, or policy violations is encouraged to report the concern to their supervisor, the Executive Director, or the Board Chair.**

- **Reports will be handled confidentially, investigated promptly, and resolved fairly.**
 - **Retaliation against anyone who makes a good-faith report of unethical behavior will not be tolerated.**
 - **Violations of this policy may result in disciplinary action, including termination or removal from position.**
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Acknowledgment

All individuals covered by this policy are expected to read, understand, and uphold these ethical standards. Annual review and acknowledgment of this policy will be required of all board members, staff, and key volunteers.