

Citrus County Community Charitable Foundation, Inc.
Code of Ethics Policy

I. POLICY

It is the policy of the Foundation to adhere to and maintain high standards of ethics and excellence applicable to Board members, employees, volunteers and other representatives of the Charitable Foundation.

II. DEFINITIONS

- a. None.

III. PROCEDURE

- a. *Statement of Core Values.* The following values are identified as the Core Values of the Charitable Foundation:
- i. Commitment to the public good;
 - ii. Accountability to the public;
 - iii. Respect for the worth and dignity of individuals;
 - iv. Inclusiveness and social justice;
 - v. Transparency, integrity and honesty;
 - vi. Responsible stewardship of public resources;
 - vii. Commitment to excellence; and
 - viii. To maintaining the public trust.
- b. *Personal and Professional Integrity.* All staff, board members and volunteers of the Charitable Foundation shall act with honesty, integrity and openness in all their dealings as representatives of the Charitable Foundation. The Charitable Foundation promotes a working environment that values respect, fairness and integrity.
- c. *Mission.* The Charitable Foundation has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the Charitable Foundation and of value to society at large.
- d. *Governance.* The Charitable Foundation has an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the Charitable Foundation. The governing body:
- i. Ensures that its board members or trustees have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
 - ii. Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;

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- iii. Ensures that appropriate staff or contractors provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
 - iv. Ensures that the Charitable Foundation conducts all transactions and dealings with integrity and honesty;
 - v. Ensures that the Charitable Foundation promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
 - vi. Ensures that the Charitable Foundation is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
 - vii. Ensures that policies of the Charitable Foundation are in writing, clearly articulated and officially adopted;
 - viii. Ensures that the resources of the Charitable Foundation are responsibly and prudently managed; and,
 - ix. Ensures that the Charitable Foundation has the capacity to carry out its mission effectively.
- e. *Legal Compliance.* The Charitable Foundation is knowledgeable of and complies with all laws and regulations, and published compliance standards promulgated for not- for-profit organizations.
- f. *Responsible Stewardship.* The Charitable Foundation manages its funds responsibly and prudently. This should include the following considerations:
- i. It spends a reasonable percentage of its annual budget on programs in pursuit of its mission;
 - ii. It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to effective management;
 - iii. It has reasonable fundraising costs, recognizing the variety of factors that affect fundraising cost;
 - iv. It does not accumulate operating funds excessively;
 - v. It prudently draws from invested funds consistent with donor intent and to support the public purpose of the organization;
 - vi. It has policies to ensure that spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the Charitable Foundation; and,
 - vii. The Charitable Foundation's financial reports are factually accurate and complete in all material respects.
- g. *Openness and Disclosure.* It is the policy of the Charitable Foundation to provide comprehensive and timely information to the public, the media, and all stakeholders and to be responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect

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the policies and practices of the Charitable Foundation. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be posted on the organization's website or otherwise available to the public. All solicitation materials accurately represent the Charitable Foundation's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

- h. *Program Evaluation.* The Charitable Foundation is committed to improving program and organizational effectiveness and develop mechanisms to promote learning from its activities and the field. The Charitable Foundation will regularly review its programs and incorporate lessons learned into future programs. The organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies.
- i. *Inclusiveness and Diversity.* The Charitable Foundation has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. The Charitable Foundation shall take meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.
- j. *Fundraising.* The Charitable Foundation respects the privacy concerns of individual donors and endeavors to expend funds consistent with donor intent. The Charitable Foundation will disclose important relevant information to potential donors. In raising funds from the public, the Charitable Foundation will respect the following rights of donors:
 - i. To be informed of the mission of the Charitable Foundation, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
 - ii. To be informed of the identity of those serving on the Charitable Foundation's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
 - iii. To have access to the Charitable Foundation's most recent financial reports;
 - iv. To be assured their gifts will be used for the purposes for which they were given;
 - v. To receive appropriate acknowledgement and recognition;
 - vi. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
 - vii. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
 - viii. To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
 - ix. To have the opportunity for their names to be deleted from mailing lists that the Charitable Foundation intends to share; and,

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- x. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

- k. *Grantmaker Guidelines.* The Charitable Foundation understands its particular responsibility in seeking and making grants in carrying out its missions. These include the following:
 - i. To have constructive relations with grant-seekers based on mutual respect and shared goals;
 - ii. To communicate clearly and on a timely basis with potential grantees;
 - iii. To treat grant seekers and grantees fairly and with respect;
 - iv. To respect the expertise of grant-seekers in their fields of knowledge;
 - v. To seek to understand and respect the organizational capacity and needs of grant-seeking organizations; and,
 - vi. To respect the integrity of the mission of grant-seeking organizations.

- l. *Process and Afterword.* The Statement of Values and Code of Ethics for the Charitable Foundation is, by necessity, general in outlining broad ethical principles. It is not a detailed set of procedures on a specific issue. In cases where such standardized procedures do not exist or need strengthening, the Board will offer recommendations in the future.

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