

CODE OF ETHICS THE COMMUNITY PARTNERSHIP

I. Integrity

All directors, officers, employees, and volunteers of The Community Partnership shall act with honesty, integrity, and openness in all of their dealings as representatives of The Partnership. The Community Partnership shall maintain a working environment that values integrity, fairness, and respect.

II. Mission and Vision

Our mission is to promote awareness of area needs and to work together to provide opportunities for healthy, safe, and thriving children, families, and communities.

We pursue our mission by:

- Deliver a range of high-impact programs and services to children, families, and organizations in our region.
- Continuously refine these services based on clients input, informed experience, and relevant data and research
- Stay abreast of and help to shape current best practices and in nonprofit service delivery

III. Governance

The Board of Directors is responsible for setting the mission and the strategic direction of The Community Partnership and for exercising oversight of its finances and policies. The Board of Directors shall

- Ensure that Board members possess the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties, acting for the benefit of The Community Partnership and its public purpose
- Adopt and implement a Conflict of Interest Policy so that conflicts of interest, as well as the appearance of conflicts of interest, are avoided or properly managed through disclosure, recusal, or other means
- Be responsible for the hiring and regular performance review of the Executive Director, and ensure that the compensation of the Executive Director is reasonable and appropriate
- Ensure that the Executive Director and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties
- Ensure that The Community Partnership conducts all transactions and dealings with integrity and honesty
- Ensure that The Community Partnership promotes working relationships with Board members, management team, staff, and volunteers based on mutual respect, fairness, and openness
- Ensure that The Community Partnership is fair and inclusive in its hiring and promotion policies and practices for all Board, management team, staff, and volunteer positions
- Ensure that key policies of The Community Partnership are in writing, clearly articulated, and adopted
- Ensure that the resources of The Community Partnership are responsibly and prudently managed

- Ensure that The Community Partnership has the capacity to carry out its programs effectively

IV. Law and Ethics

The Community Partnership shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law, however, is the minimum standard of expected behavior.

The Community Partnership shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Directors shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as determined by the Board of Directors in the exercise of its sole discretion.

V. Stewardship

In managing its funds responsibly and prudently, The Community Partnership shall

- Devote a reasonable percentage of its annual budget to programs in pursuance of its mission
- Incur administrative costs adequate to ensure effective accounting and legal compliance systems, internal controls, competent staff, and other expenditures critical to professional management
- Pay compensation, in return for services, that is reasonable but not excessive
- Avoid accumulating The Community Partnership funds excessively
- Draw prudently from restricted funds in a manner consistent with the restrictions
- Follow spending practices and policies those are fair, reasonable, and appropriate to fulfill the mission of The Partnership

VI. Diversity

The Community Partnership shall promote diversity and inclusiveness in its Board of Directors, management team, staff, and volunteers.

VII. Evaluation

The Community Partnership is committed to improve, continually, its public programs and its organizational quality. The Community Partnership shall periodically review its program and incorporate lessons learned into future programs. The Community Partnership shall be responsive to new developments in its field of activity and shall be responsive to the interests of its audiences and other constituencies.

VIII. Fundraising

The Community Partnership shall respect the privacy concerns of individual donors and shall follow donor intent in making expenditures. The Community Partnership shall disclose important and relevant information to potential donors. In raising funds from the public, The Community Partnership shall

- Inform donors of the mission of The Community Partnership, how resources will be used, and the integrity of The Community Partnership causing donations to be used effectively for their intended purposes
- Inform donors of the identity of those serving on The Community Partnership's Board
- Disclose The Community Partnership's most recent financial reports represent that contributions will be used for the purposes for which they were given
- Provide appropriate acknowledgement and recognition of contributions
- Treat information about donations with respect and with confidentiality to the extent provided by the law
- Provide an opportunity for donors to delete their names from mailing lists that may be used by others
- Encourage donors to ask questions when making a donation, and provide prompt, truthful, and forthright answers

IX. Transparency

The Community Partnership shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about The Community Partnership shall fully and honestly reflect the policies and practices of The Community Partnership. All solicitation materials shall accurately represent The Community Partnership's policies and practices. All financial and program reports shall be complete and accurate in all material aspects.

The following governance documents shall be posted on The Community Partnership's website

- Articles of Incorporation
- Bylaws
- Conflict of Interest Policy
- Code of Ethics
- Whistleblower Notice and Policy
- Document Retention Policy
- Audited financial statements and Form 990 for the most recent three years.

X. Confidentiality

All directors, officers, employees and volunteers have a duty to safeguard information that is proprietary to The Community Partnership. Information about The Community Partnership that is confidential or proprietary and obtained by a director, officer, employee or volunteer as a consequence of such person's association with The Community Partnership may not be disclosed to third parties unless expressly authorized by The Community Partnership.

XI. Complaints

Any person, whether or not connected with The Community Partnership, may lodge a complaint of unethical conduct against a director, officer, employee, or volunteer of The Community Partnership by filing such complaint, written or oral, with any director or officer.

XII. Remedies

Any director who fails to comply with this Code of Ethics may, in the discretion of the Board of Directors, be removed from the Board. If any employee or volunteer fails to comply with this Code of Ethics, that person may be put on notice or terminated, in the discretion of the Executive Director or the Board of Directors.

XIII. Annual Affirmation Statement

The Community Partnership shall provide a copy of this Code of Ethics to every director, officer, employee, and volunteer. Each year the Annual Affirmation Statement, attached, shall be signed by each director, officer, and employee, affirming that such person has received a copy of this Code of Ethics, has read and understands it, and agrees to comply with it. Volunteers are not required to sign and submit such a Statement.

All Annual Affirmation Statements shall be submitted to the Executive Director or the Board Secretary of The Partnership and then filed with the minutes of the first meeting of the Board of Directors held each year after January 31.