

## Board Members and Volunteers

### Code of Conduct

**Adopted:** November 18, 2021

**Reviewed:**

**Goal:** To establish a set of principles and practices of Believe in Me that will set parameters and provide guidance and direction for ethical decision-making and dedication to compliance with all federal, state, and local laws, rules, regulations, and Believe in Me policies. The Code reflects the Foundation's commitment to achieve our goals within the framework of law, through a high standard of business ethics and compliance. This Code has been adopted by the Board of Directors of Believe in Me. Failure to comply with any provision of this Code of Conduct may result in cancellation of any relationship with Believe in Me.

**Code:** All members and volunteers of Believe in Me are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities and pledge to accept this code as a minimum guideline for ethical conduct and shall:

#### Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws, and relevant policies of Believe in Me.
2. Exercise reasonable care, good faith, and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, any formation that may result in a perceived or actual conflict of interest.

#### Professional Excellence

1. Maintain a professional level of courtesy, respect, and objectivity in all Believe in Me activities
2. Strive to uphold those practices and assist other Believe in Me members, volunteers, and associates in upholding the highest standards of conduct

#### Personal Gain

Exercise the powers invested for the good of the Foundation and for all members of the organization rather than for his or her personal benefit, or the benefit of their immediate family members or another organization they represent.

## Organizational Assets

The assets of the organization are to be used solely for the benefit of the Foundation. Each colleague is responsible for assuring that assets are used solely for valid purposes. These assets include, but are not limited to, equipment, computers, funds, supplies, services, and business operations.

## Equal Opportunity

1. Ensure the right of all Foundation associates to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.
2. Ensure the right of all Foundation associates to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.

## Confidential Information

Respect and protect the confidentiality of sensitive information provided access to upon conducting Foundation work or activities.

## Collaboration and Cooperation

1. Respect the diversity of opinions as expressed or acted upon by the Believe in Me members, volunteers, and associates.
2. Promote collaboration, cooperation, and partnership among all Foundation members, volunteers, or associates.