



CODE OF ETHICS

Boys & Girls Club of Aberdeen Area Code of Ethics for Board of Directors and Staff Members

The Boys & Girls Club of Aberdeen Area expects all Board of Directors and staff members to conduct themselves in a manner that exemplifies the highest standards of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of Boys & Girls Club of Aberdeen Area.

Recognizing that it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of Boys & Girls Club of Aberdeen Area and its mission, not as a comprehensive list of potential concerns.

Pledge of Personal and Professional Conduct

- **Integrity** -- I will demonstrate the highest standards of individual conduct, personal accountability, integrity, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
- **Excellence** -- I will strive to meet the highest standards of performance, quality, service and achievement.
- **Honesty** -- I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation.
- **Diversity** -- I will support diversity -- promoting a working environment that embraces the similarities and differences all people bring to the organization.
- **Respect** -- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.
- **Responsibility** -- I will take responsibility for my actions and decisions and remain a careful steward of the funds and resources entrusted to me.

- **Compliance** -- I will comply with Boys & Girls Club of Aberdeen Area's Code of Ethics, Employee Handbook, policies, procedures and all laws and regulations affecting Boys & Girls Club of Aberdeen Area.

Professional Practices

While the "Pledge" outlines general principles guiding ethical conduct, the following points illustrate important applications that are relevant to every day work. ***The points below are not intended to be all-inclusive. Staff is expected to utilize good judgment in maintaining the highest standards of ethics.***

I. Conflicts of Interest:

- I will not place my personal interest in conflict with the mission, purpose, vision, or interests of Boys & Girls Club of Aberdeen Area, and will avoid any conduct that may impair my judgment with respect to Boys & Girls Club of Aberdeen Area.
- I will not exploit or personally benefit from any donor or funding relationship, volunteer relationship, vendor relationship or organizational committee relationship.
- I will not use my position with Boys & Girls Club of Aberdeen Area to obtain special advantage or gain to myself, any person related to me or any other related party.
- I will not make any payment or provide anything of value to any public official in exchange for or because of any official act performed or to be performed (that is, provide any bribe or unlawful gratuity to anyone).
- I will not ask for, accept from or give to any past, current or potential supplier, advisor, vendors, speaker, customer, competitor, or donor any payment, service, gift, or favor other than gifts of a value less than \$50 or that amount allowed by law unless explicitly approved by the Board.
- I will reveal to the Ethics Officers, described below, any perceived, potential or actual conflicts of interest.

II. Assets, Financial Reporting and Transactions:

- I will do my part to ensure that Boys & Girls Club of Aberdeen Area complies with prescribed accounting policies and procedures at all times.
- I will do my part to ensure that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization and documentation.
- I will not make false or misleading entries in any books, records or reports, invoices, timesheets, expense reports or aid others in doing so.
- I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material or other organizational resources for any unlawful, unethical, or inappropriate purpose.

III. Fundraising:

- I will be truthful in communicating with others, including donors and other contributors and will seek to provide factually correct, current and accurate information.
- I will be accurate and truthful in fundraising activities.
- I will respect the informed choices of our donors by fairly and truthfully reporting our fundraising costs and overhead.
- I will be clear about how donated resources will be utilized.
- I will honor our promises by using donated resources in the manner in which they were intended or transparently informing donors of any important alterations in the planned use of the funds.

IV. Professional Conduct:

- I will not exceed my limits of authority.
- I will treat fellow staff, volunteers, donors, vendors, the public we serve, and other stakeholders with fairness, honesty, and respect. This includes refraining from gender, racial, or other bias, or sexual or other harassment.
- I will adhere to all Boys & Girls Club of Aberdeen Area policies related to behavior, conduct, and contact with the youth served by Boys & Girls Club of Aberdeen Area.
- I will conduct myself in a professional manner at any Boys & Girls Club of Aberdeen Area related function in which I might be considered a representative of Boys & Girls Club of Aberdeen Area.
- I will always uphold the law while working at the Boys & Girls Club of Aberdeen Area. This includes, for example, obeying all state and local laws governing nonprofits. I understand that drug use, fraud, theft, embezzlement, price-fixing, bid-rigging, or any other illicit activities are grounds for immediate termination and possible prosecution by public authorities.
- I will be alert for and report any conduct described above or any other conduct unbecoming to the Boys & Girls Club of Aberdeen Area by other staff members.

V. Confidential and Proprietary Information:

- I will abide by the organization's Records Retention policy.
- I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.
- I will not use confidential information obtained in the course of my employment or affiliation with Boys & Girls Club of Aberdeen Area for the purpose of advancing any private interest or otherwise for personal gain.
- I will not unlawfully or improperly copy any material that has copyright or trademark protection.

VI. Political Activities:

- I will not use any organizational financial resources to improperly influence any political figure or candidate.

- I will not make - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of Boys & Girls Club of Aberdeen Area.
- I will not use – or create the appearance of using - any organizational financial resources to endorse or oppose a candidate for public office.
- I will clearly communicate that I am not acting on behalf of the organization, if identified as an official of the Boys & Girls Club of Aberdeen Area, while engaging in political activities in an individual capacity.
- I will engage in personal political activities on my own time and at my own expense.

Reporting and Investigation

Conditions of Employment:

- Upon receipt of the Code of Ethics, each staff member will agree in writing to comply with the Code of Ethics.
- Compliance with the Code of Ethics is a condition of employment for each employee.

Questions and Reporting:

- If a staff member knows of a violation of the Code of Ethics, he/she will immediately report it to their supervisor, Director of Operations or Chief Professional Officer and should not engage in any fact-finding related to the violation.
- If a staff member is concerned that he/she may not be in compliance with the Code of Ethics, he/she will complete the appropriate Disclosure Statement, and the Ethics Officers will provide a written response.
- Any supervisor receiving such a report must immediately advise one of the organization's Ethics Officers.
- There will be no retaliation or intimidation for reporting of actual or possible violations of the Code of Ethics. Such reporting may be anonymous. If not anonymous, the identity of the reporting staff member will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- Boys & Girls Club of Aberdeen Area Ethics Officers will promptly investigate all alleged Code of Ethics violations in a professional manner, report as necessary on the results of the investigation and will take whatever corrective action is required. Staff members are expected to cooperate in the investigation.

Disciplinary Action for Violations:

Disciplinary action may be taken for the following violations and may include dismissal, when appropriate.

- Authorizing or directly participating in actions that violate the Code of Ethics.
- Concealing a violation of the Code of Ethics.
- Failing to detect or report a violation of the Code of Ethics, if such failure reflects inadequate supervision or lack of oversight.

- Refusing to cooperate in the investigation of a violation of the Code of Ethics;
- Retaliating, directly or indirectly, against an individual for reporting a violation of the Code of Ethics.
- Other violations of law not outlined in this Code of Ethics but that may impact a staff member's job performance.



BOYS & GIRLS CLUB **Of Aberdeen Area**

A Matter of Trust:

The Boys & Girls Club of Aberdeen Area Code of Ethics Certificate

I acknowledge that I have received and read my personal copy of the Boys & Girls Club of Aberdeen Area Code of Ethics for Board of Directors and Staff Members. I understand that I am responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics. The certificate process is mandatory for all Boys & Girls Club of Aberdeen Area staff members.

I am in compliance with policy.

Printed Name

Signature

Date



BOYS & GIRLS CLUB Of Aberdeen Area

A Matter of Trust:
The BGC Code of Ethics
Disclosure Statement

I acknowledge that I have received and read my personal copy of the Boys & Girls Club of Aberdeen Area's Code of Ethics. I understand that each Boys & Girls Club of Aberdeen Area staff member is responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics.

*I **may not be** in compliance with such policy, due to:*

Print Name

Signature

Date