

## Code of Ethics and Conduct

Approved September 15, 2015

Board, Staff and Volunteers are motivated by an inner drive to improve the quality of life through the causes we serve. We serve the ideal of philanthropy; are committed to the preservation and enhancement of philanthropy; and hold stewardship of these concepts as the overriding principle of our work. We recognize our responsibility to ensure that needed resources are vigorously and ethically sought and that the intent of the donor is honestly fulfilled. To these ends, Community Foundation Board, Staff and Volunteers embrace certain values that we strive to uphold in performing our responsibilities for generating charitable support.

### **The Quad Cities Community Foundation, Staff and Volunteers aspire to:**

- Practice our profession with integrity, honesty, truthfulness and adherence to the absolute obligation to safeguard the public trust.
- Act according to the highest standards and visions of our organization, profession and conscience.
- Put philanthropic mission above personal gain.
- Inspire others through our own sense of dedication and high purpose.
- Improve our professional knowledge and skills, so that our performance will better serve the community.
- Demonstrate concern for the interests and well-being of individuals affected by our actions.
- Value the privacy, freedom of choice and interests of all those affected by our actions.
- Foster cultural diversity and pluralistic values and treat all people with dignity and respect.
- Affirm, through personal giving, a commitment to philanthropy and its role in society.
- Adhere to the spirit as well as the letter of all applicable laws and regulations.
- Advocate within our organizations, adherence to all applicable laws and regulations.
- Avoid even the appearance of any criminal offense or professional misconduct.
- Bring credit to the philanthropic profession by our public demeanor.
- Encourage colleagues to embrace and practice these ethical principles and standards of professional practice.
- Be aware of the codes of ethics held by other professional organizations that serve philanthropy.

### **Standards of Professional Conduct**

Furthermore, while striving to act according to the above values, Board, Staff and Volunteers agree to abide by the Standards of Professional Conduct, which are adopted and incorporated into the Community Foundation Code of Ethics and Conduct.

### **Professional obligations:**

- Board, Staff and Volunteers shall not engage in activities that harm the Board, Staff and Volunteers' organization, clients, or profession.
- Board, Staff and Volunteers shall not engage in activities that conflict with our fiduciary, ethical, and legal obligations to our organizations and our clients.
- Board, Staff and Volunteers shall effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.

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- Board, Staff and Volunteers shall not exploit any relationship with a donor, prospect, volunteer, or employee to the benefit of the Board, Staff and Volunteers or the Board, Staff and Volunteers' organizations.
- Board, Staff and Volunteers shall comply with all applicable local, state, provincial, and federal civil and criminal laws.
- Board, Staff and Volunteers recognize our individual boundaries of competence and are forthcoming and truthful about our professional experience and qualifications.

### Solicitation and use of charitable funds:

- Board, Staff and Volunteers shall take care to ensure that all solicitation materials are accurate and correctly reflect our organization's mission and use of solicited funds.
- Board, Staff and Volunteers shall take care to ensure that donors receive informed, accurate, and ethical advice about the value and tax implications of potential gifts.
- Board, Staff and Volunteers shall take care to ensure that contributions are used in accordance with donors' intentions.
- Board, Staff and Volunteers shall take care to ensure proper stewardship of charitable contributions, including timely reports on the use and management of funds.
- Board, Staff and Volunteers shall obtain explicit consent by the donor before altering the conditions of a gift.

### Presentation of information:

- Board, Staff and Volunteers shall not disclose privileged or confidential information to unauthorized parties without consent.
- Board, Staff and Volunteers shall adhere to the principle that all donor and prospect information created by, or on behalf of, an organization is the property of that organization and shall not be transferred or utilized except on behalf of that organization.
- Board, Staff and Volunteers shall give donors the opportunity to have their names removed from lists that are sold to, rented to, or exchanged with other organizations.
- Board, Staff and Volunteers shall, when stating fundraising results, use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA)\* for the type of organization involved.

### Compensation:

- Board, Staff and Volunteers shall not accept compensation that is based on a percentage of charitable contributions, nor shall they accept finder's fees.
- Board, Staff and Volunteers shall not pay finder's fees, commissions or percentage compensation based on charitable contributions and shall take care to discourage our organizations from making such payments.

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The complaint process permits any Board, Staff or Volunteer to report an alleged violation of the Code of Ethics and Conduct, through an ethics query or formal complaint. The process sanctioned by the Board of Directors allows for the protection of the rights of both the complaining party and the accused under the Community Foundation's Whistleblower Policy.

### Ethics Inquiry:

- An inquiry is a means for inquiring whether or not a practice warrants filing a complaint alleging a violation of the Code and to request assistance from the Board of Directors to resolve an issue or practice of concern.
- The goal of an inquiry is to bring about improvement in professional practice without resorting to formal code enforcement proceedings.
- An inquiry may be submitted to the Compliance Officer (the President) in writing.

### Complaint:

- A complaint is a formal allegation of violation of the Code of Ethics and Conduct.
- Formal complaints may be made in accordance with the Whistleblower Policy using the Whistleblower Compliance Incident form.
- The filing of a complaint initiates the Whistleblowers Policy on Handling Reported Violations and Investigation of Reported Violations.

Violation of the Code of Ethics and Conduct may subject the Board, Staff or Volunteer to disciplinary action up to and including termination of duties. For Information on reporting a violation see Foundation's Whistleblower Policy.