

Maine Community Foundation, Inc.

Policy Name: Code of Conduct

Oversight Committee: Audit

Next Review Due Date: Sept. 2016

A. This code of conduct requires that all officers, directors, employees and volunteers of the organization must, in the course of carrying out the Foundation's activities:

1. Behave honestly and with integrity
2. Act with care and diligence
3. Treat everyone with respect and courtesy and without harassment
4. Comply with all federal, state and local laws and regulations applicable to the Foundation
5. Respect the confidentiality of information acquired in the course of the performance of his or her responsibilities except when authorized or otherwise legally obligated to disclose. Do not use confidential information acquired in the course of the performance of his or her responsibilities for personal advantage.
6. Comply with the Foundation's policies
7. Comply with all lawful and reasonable direction given by someone in the Foundation who has authority to give the direction
8. Never provide false, misleading or incomplete information in response to a request for information that is made for official purposes
9. Use organization resources in a proper manner
10. Never make improper use of inside information of the employee's duties, status, power or authority
11. Behave in a manner that upholds the Foundation's values and good reputation
12. Report all known or suspected violations of this Code of Conduct or other acts described in the Foundation's policy on suspected misconduct

B. In the fulfillment of these requirements, every officer, director, employee and volunteer of the organization should be able to unequivocally answer "yes" in response to each of the following questions with respect to all of their activities carried out as a representative of the Foundation:

1. Is my action legal and in compliance with all applicable laws and regulations?
2. Is my action ethical?
3. Does my action comply with all organization policies?
4. Am I sure that my action does not in any way appear to be inappropriate to anyone who may observe my behavior?
5. Am I certain that I would not be embarrassed or compromised if my action became known with the Foundation or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the evening news?

C. In addition to being able to respond affirmatively to each of the preceding questions with respect to all your actions, you should strive to respond “yes” to one additional question with respect to as many activities as possible:

Does my action meet a standard of behavior that surpasses all enforceable laws, policies, and rules to achieve an exemplary level of ethical behavior that the Foundation would be proud of?

D. Review of Policy

1. This Code of Conduct Policy shall be circulated annually to all officers, directors, employees, and volunteers who will be asked to sign a certificate indicating their compliance with this policy.
2. Requests for interpretation can be made by referring the matter to the chair of the board or the foundation president who will determine the appropriate course of action to respond to the request.

| Policy Adopted: | Policy Reviewed: | Policy Amendment Approved: |
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| 6/11/04 Board of Directors | 12/14/10 Audit Committee – proposed changes | 9/9/11 Board of Directors |
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