

Code of Conduct Policy

Ben's Lighthouse ("BLH") believes strongly that its members must uphold the highest standards of ethical, professional behavior, and to

- hold paramount the safety, health, and welfare of the public in the performance of professional duties
- act in such a manner as to uphold and enhance personal and professional honor, integrity, and dignity of the profession
- treat with respect and consideration all persons, regardless of race, religion, gender, abilities, age, or national origin
- protect the confidentiality and privacy of any and all donor information
- engage in carrying out BLH's mission in a professional manner
- collaborate with and support other professionals in carrying out BLH's mission

In addition, in support of BLH's standards of high ethical conduct, each officer, key staff member, and board member WILL NOT

- deceive, defraud, or mislead BLH board members, officers, staff members, managers, supervisors, or other associates, or those with whom BLH has business or other relationships
- misrepresent BLH in any negotiations, dealings, contracts, or agreements
- divulge or release any information of a proprietary nature relating to BLH's plans, mission, or operational databases without appropriate approval
- obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name
- accept individual gifts of any kind in excess of \$25, in connection with the officer's, key staff member's, or board member's relationship with BLH. All such gifts are to be reported to the Treasurer who shall divulge gifts received during the calendar year to the Governance Committee
- withhold their best efforts to perform their duties to acceptable standards
- engage in unethical business practices of any type
- use BLH property, financial resources, or services of BLH personnel for personal benefit
- violate any applicable laws or ordinances

In an effort to achieve the highest standards of conduct, each officer, staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics by December 31st each year. This acknowledgement will be kept on file by the Governance Committee.

A copy of this Code of Conduct policy shall be furnished to each director, officer, and staff member who is presently serving this organization or who may become associated with it and should be maintained on BLH website.

Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to the Chair of the Board who shall, in his or her determination, bring the infraction to the full Governance Committee.