



Nonprofit Board Members CODE OF CONDUCT & ETHICS

Community Hope, Inc. has established a Code of Conduct & Ethics, a set of principles and practices that provides Board Members with a set of parameters and provide guidance for Board conduct and decision-making. The Code of Conduct & Ethics is reflective of the organization's core values, ethical principles and expectations of a Board Member's corporate responsibility. In addition to Community Hope's Code of Conduct & Ethics, there are many other sources of information about ethical thinking that should be considered in decision making including but not limited to laws, regulations, Agency policies and procedures, and other professional sources of ethical code. The Board of Directors of Community Hope, Inc. are required to act in accordance with the highest ethical principles and standards of personal and professional integrity and honesty in the performance of their duties and responsibilities as board members. This high ethical standard includes the handling of actual or apparent conflicts of interest. Community Hope's Code of Conduct & Ethics provides standards for Board Member behavior in accordance with Community Hope's values, mission, and organizational policies.

DUTY OF CARE

Board members must exercise reasonable care within the scope of their personal and professional competency in decision-making as stewards of Community Hope. Reasonable care is the duty of care that an ordinary prudent person with similar experience and expertise would exercise is a like position and under similar circumstances.

DUTY OF LOYALTY

The duty of loyalty is a standard of faithfulness. Board members must give undivided allegiance when making decisions affecting the organization. This means that a board member must act in the best interests of the organization and never use information obtained as a member for personal gain.

Consistent with Community Hope's Conflict of Interest Policy, no member of the Community Hope's Board of Directors or any of its Board appointed Committees shall attempt to and/or derive any personal profit or gain, directly or indirectly by reason of his or her participation with Community Hope, Inc. and/or its affiliates. Such profits or gains may include but are not limited to financial gain, political advances, employment or compensation, investments or contracts, and/or use of organizational resources for personal use. Board members who have an actual or potential conflict of interest shall not participate in discussions or vote on matters affecting transactions between the organization and the third party. No board member or Community Hope employee shall participate in the selection, award, or administration of a procurement transaction in which Federal or State funds are used, where to their knowledge any of the following entities has a personal, financial, professional, and/or political interest in that transaction:

- Staff member or board member;
- Any member of their immediate family;
- Their business partner(s); and/or
- Any organization with whom any of the above is negotiating or has any arrangement concerning prospective employment

Board Members and personnel in decision making roles are to make known their connections with third parties engaging in business with Community Hope and/or its affiliates.

DUTY OF OBEDIENCE

The duty of obedience requires board members to be faithful to Community Hope's mission. Board members and officers are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage funds to advance the organization's mission. This duty also requires board members to obey the law and the organization's internal rules and regulations.



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CORPORATE RESPONSIBILITY OF INDIVIDUAL BOARD MEMBERS

- Uphold the highest legal, ethical and moral standard by which setting the standard for management and corporate culture.
- Be in service to the organization.
- Attend all board and committee meetings and as many functions and special events as possible.
- Be informed about Community Hope’s mission, services, polices, and management operations.
- Prepare for board and committee meetings by reviewing the meeting agenda and supporting materials.
- Serve on committees and offer to take on special assignments when my capacity and expertise allows.
- Make personal and financial contributions to the organization through the “Give & Get” program.
- Advocate for the organization.
- Suggest possible board nominees who can make significant contributions to the work of the board in service of the organization.
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities such as reviewing the organization’s financial statements.

CODE OF ETHICS

As an active and engaged Board member, I affirm that I shall:

- Support the integrity and reputation of the Agency.
- Use good judgment based on high ethical principles to guide board members, management and employees to respect lines of acceptable conduct.
- Refrain from any illegal, dishonest, or unethical conduct.
- Comply with all applicable laws and regulations and hold accountable other board members, management, and employees to conduct business in accordance with the letter and spirit of all relevant laws.
- Act in a professional and businesslike manner.
- Treat others with respect.
- Not leverage my position as a board member to obtain unreasonable or excessive service from Community Hope’s staff for myself, a friend or family member, or personal business interest.
- Be aware of my potential influence on colleagues and will not exploit their trust.
- Work to reduce waste and improve the effectiveness and efficiency of services provided by the agency.
- Act to prevent and eliminate discrimination in work assignments or in personnel policies or practices.
- Maintain respect for Agency policies, procedures and management decisions and will take the initiative toward improvement of such policies; procedures and decisions when it will better serve the best interest of the persons served.
- Possess a professional attitude that upholds confidentiality towards persons served, colleagues, nominees, and any sensitive situation arising within the agency.
- Because of my ability to influence and alter the lives of others, I shall exercise special care when making my professional recommendations or opinions public through testimony or other public statements, including social media outlets.
- I shall portray Community Hope services through public and private statements that are forthright and factual as it is unethical to engage in false and deceptive advertising.

BOARD MEMBER ACKNOWLEDGEMENT OF UNDERSTANDING:

I understand that a violation of this Code of Conduct & Ethics may be grounds for my immediate dismissal.

Date

Board Member Name (type or print)

Board Member Signature