



**BOYS & GIRLS CLUBS**  
OF THE FOX VALLEY

### ***Code of Ethics***

The Boys & Girls Clubs of the Fox Valley (BGC) expects all staff and Board 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 BGC. 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 BGC and its mission, not as a comprehensive list of potential concerns.

#### **Pledge of Personal and Professional Conduct**

- Children & Youth First – I recognize the Club exists for the exclusive purpose of serving youth age 6 to 18 and will act in their best interests at all times.
- 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 BGC's Code of Ethics, Employee Handbook, policies, procedures and all laws and regulations affecting BGC.

## 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 and Board members are 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 BGC, and will avoid any conduct that may impair my judgment with respect to BGC.
- 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 BGC 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 \$20 or that amount allowed by law unless explicitly approved by the Board.
- I will reveal to the CPO, described below, any perceived, potential or actual conflicts of interest.

### II. Assets, Financial Reporting and Transactions:

- I will do my part to ensure that BGC 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 BGC policies related to behavior, conduct and contact with the youth served by BGC.
- I will conduct myself in a professional manner at any BGC related function in which I might be considered a representative of BGC.
- I will always uphold the law while working at BGC. 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 BGC by other staff members.

V. Confidential and Proprietary Information:

- I will abide by the organization's Confidentiality Policies & Procedures and its 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 BGC 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 BGC.
- 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 BGC, 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 the CPO 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 CPO and/or Chair of the Legal & Insurance Committee will provide a written response.
- Any supervisor receiving such a report must immediately advise the CPO.
- In the event of an ethics complaint involving the CPO, the staff member will immediately report it to the Chair of the Legal & Insurance Committee or the President of the Board of Directors.
- 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.
- The CPO and/or Chair of the Legal and Insurance Committee will promptly review all alleged Code of Ethics violations in a professional manner, report as necessary on the results of the review and will take whatever corrective action is required. Staff members are expected to cooperate in the review.

### 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.