



## **Lake Cities Focus – Code of Ethics**

The governance of Lake Cities Focus promotes program beneficiaries based on honesty, mutual respect, fairness, and transparency. The code of ethics enforces an ethical standard, helps guide employees to engage in ethical activities, promoting integrity and respect.

### **I. Code of Professional Conduct**

#### **i. Personal & Professional Integrity at the Workplace**

Lake Cities Focus expects all staff, leaders, volunteers, and board members to act with integrity, and transparency in their dealings as representatives of the organization. Lake Cities Focus promotes a working environment that values honesty, respect, and fairness.

ii. Lake Cities Focus has a clearly stated mission, purpose, and values, in pursuit of the public good, approved by the board of directors. The mission is responsive to their communities and of value to the society at large. Lake Cities Focus upholds individual accountability in activities in line with its mission and a commitment to its values.

iii. A conflict-of-interest policy is to make sure that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure or recusal. Employees and volunteers should not engage in any activities with other parties that would impair their ability to make fair and impartial decisions.

iv. Employees should be mindful of receiving gifts, and in their interaction with suppliers, affiliates, and clients. A person accepting an offer of any gift or benefit must not be influenced in their conduct or reward the discharge of the gift by way of official duties. Employees must do their work honestly, fairly, ethically, and legally.

- v. Lake Cities Focus supports all people and promotes involvement in its promotion policies and practices for all board, staff, and volunteer positions. The organization takes meaningful steps in its promotion, board recruitment and constituencies served. Lake Cities Focus believes in building relationships and being considerate in the professional environment; we depend on the team and create an environment of mutual respect and of resolving differences in a constructive manner.

## **II. Stewardship**

Responsible stewardship is an ethic which states nonprofits ensures responsible management of resources. The organization does not make any profit, but it needs to utilize a reasonable amount of its budget to pursue its programs, and plan for administrative expenses.

- vi. Lake Cities Focus provides comprehensive information to stakeholders in a timely manner. Information about the organization will be posted on the organization's website.
- vii. Being cybersecure and protecting data of the public users and donors. Lake Cities Focus respects the privacy concerns of its potential users and donors and takes steps to protect confidentiality.
- viii. Donations of money, real estate, and in-kind services to Lake Cities Focus allow valuable contributions to the programs and is encouraged. Persons and business entities making donations should not, however, expect any reward, reciprocal benefit, or influence as a result of any donations.
- ix. The staff will spend funds responsibly and judiciously and expend funds consistent with donor intent as well as disclose important and relevant information to donors.
- x. Lake Cities Focus is responsive to the needs of its constituents in building an emotionally healthy community. The organization is committed to improving its program effectiveness and developing mechanisms to promote learning from its activities in the field.