

GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS
OF CENTRAL GEORGIA**

CODE OF ETHICS POLICY

CODE OF ETHICS POLICY

Mission

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Core Promise

To America's Youth: To provide a safe, positive place and have a significant impact on their lives.

To the Nation: To uphold high ethical standards in all areas, especially in overseeing our finances, reporting data on membership and community outreach, being good stewards of the donor dollar and representing ourselves to the public.

A. Statement of Purpose

The Boys & Girls Clubs of Central Georgia (hereinafter "BGCCG") is committed to the highest ethical standards and requires all those representing the BGCCG in any capacity to commit to acting in the best interest of the Boys & Girls Club and its Mission and Promise.

Our Mission and Core Promise demand that board members and staff of the Boys & Girls Club as stewards of our Mission, uphold the public trust and act in an ethical manner in all that we do in the name of the Boys & Girls Club. In addition to our Core Promise, these ethical values include integrity, openness, accountability, and fairness. Our values are the basis of our Code of Ethics ("Code") and our commitment to act in a manner befitting the Boys & Girls Club and its Mission and Promise. As a not-for-profit organization, we rely on the public for funding and volunteer support, which is critical to the success of our Mission. The public trusts us to carry out our stated Mission and to act in the best interests of the Boys & Girls Club. If we abuse this trust, our ability to achieve our Mission is severely compromised. It is therefore critical that we operate in a manner that is above reproach in all aspects including governance, fiscal management, fundraising, operations, legal compliance and human resources management.

The BGCCG is committed to:

- Acting responsibly, ethically and with integrity;
- Following not just the letter of the law, but the spirit of the law as well;
- Promoting financial accountability, transparency, and best governance practices;
- Abiding by the by-laws and policies of the BGCCG;
- Respecting the wide diversity of people who support our mission through their time, talent and resources as well as those who are the beneficiaries of our mission;
- Treating people with dignity, caring and respect;
- Being responsible stewards of the BGCCG, its mission, reputation and resources;
- Being open and honest in all of our dealings with internal and external parties;
- Promptly identifying and properly resolving ethical issues;

- Reporting violations, or suspected violations, of the Code to appropriate BGCCG senior management and/or board leadership.

All who serve in a position of authority over the BGCCG will:

- Act in the best interest of the BGCCG;
- Disclose any actual or perceived conflict of interest in accordance with the BGCCG's Conflict of Interest Policies.

B. Applicability

This Code applies to all board members and staff, as defined below, and it is our expectation that interns, consultants, independent contractors, and others working with the BGCCG will also adhere to the tenets of this Code. Violations of this Code by staff may result in disciplinary action, up to and including termination of employment. In the case of board members, violations of this code may result in termination of volunteer service to the BGCCG. In addition, depending on the circumstances, violations of this Code may result in civil or criminal liability and penalties to the individual involved. For purposes of this Code of Ethics, Executive Management of the BGCCG includes Program Directors and above.

C. Definitions

1. A staff member is a full-time or part-time employee who receives all or part of his or her income from the payroll of the BGCCG. Part-time employees include those classified as seasonal, on-call, and temporary. The definition of a staff member also includes the individual's immediate family, which includes a person's spouse, parents, siblings, children, life partner and, if applicable, anyone living within the person's household as a family member.
2. A director is a member of the Corporate Board of Directors. A manager is a member of a Unit/Branch Board of Managers. The terms do not include a member of any ad hoc committee that is supportive of the BGCCG's work but has no legal role in organizational governance. The definition of a director and manager also includes the individual's immediate family, which includes a person's spouse, parents, siblings, children, life partner and, if applicable, anyone living within the person's household as a family member.

D. General Standards of Conduct and Expectations

- a. Directors, Managers and staff members are expected to commit themselves to ethical and professional conduct. This expectation includes the proper use of authority and appropriate decorum.
- b. All directors, managers and staff members are expected to act in compliance with laws, regulations and policies that govern the BGCCG's business practices and operations when conducting business on behalf of the organization.

c. All directors, managers and staff engaged in fundraising activities will conduct such activities in accordance with all applicable laws and the highest moral and ethical standards. Individuals engaged in fundraising will at all times represent the BGCCG responsibly through their behavior and attitudes and will be honest and forthright with donors regarding the use of their gifts.

d. The BGCCG is committed to the achievement of its Mission through the highest standards of responsibility and ethics, never through unethical or illegal practices. Each BGCCG representative shall respect the rights of and deal fairly with BGCCG members, donors, volunteers, suppliers and employees. No BGCCG representative shall take unfair advantage of anyone through manipulation, concealment, misuse of privileged or proprietary information, misrepresentation of material facts, or any other intentional unfair practice.

e. There may not be self-dealing or any conduct of private business or personal services between any director or staff member and the BGCCG except those conducted in an open, and objective manner to ensure equal competitive opportunity and equal access to information.

f. Board and volunteer committee members may not attempt to exercise individual authority over the policies and operations of the BGCCG except through their roles as voting members of the Board or volunteer committees. Staff members may not attempt to exercise individual authority over the policies and operations of the YMCA except through their specific job responsibilities and established supervisory structure.

g. Directors, managers and staff members must not disclose to others, or use for themselves or others, any confidential BGCCG information (including information associated with BGCCG members or donors) originated or acquired in connection with employment or service to the BGCCG, except when such disclosure has been approved in writing by Executive Management or is required by law. This non-disclosure obligation applies not only to BGCCG representatives during their period of employment or service to the BGCCG, but also after termination of employment, service or retirement. Any BGCCG representative who has a question regarding the confidentiality of information should contact the CEO prior to disclosing the information. All BGCCG documents, records, memoranda, contracts and other materials, whether in written or electronic form (and all copies thereof) are solely the BGCCG's property and must be returned to the BGCCG immediately upon termination of employment.

All electronic data created and stored by the BGCCG's electronic processing systems are subject to these confidentiality standards. All employees shall comply with the BGCCG's Information Systems Policies.

h. All political or lobbying activities related to the BGCCG and its mission must be conducted in compliance with applicable laws. No BGCCG funds or property must be used for political contributions. Directors, managers and staff members may make contributions from their own funds but will not be reimbursed.

Employee Conduct

BGCCG employees are expected to show exemplary behavior both to other employees and to our members, program participants, and volunteers. Each employee has a very important position at the “BGCCG” and our success depends on you. You must recognize that as employees of the BGCCG, you are representatives to the community. You are expected to conduct yourself in a manner that will not reflect adversely on the BGCCG or the principles on which the BGCCG is founded.

Commitment to Diversity

The BGCCG, throughout its history, has asserted the dignity of all people without exception. The BGCCG recognizes that individuals, families, and communities are diverse. The BGCCG values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability, cultural identity or sexual orientation asserting that all individuals, without exception, are intrinsically valuable.

The BGCCG is committed to:

- Welcoming all individuals in its programs and facilities.
- Developing programs that respond to the needs of its membership, participants, and community.
- Utilizing hiring and employment practices that are free of bias
- Hiring and maintaining a diverse staff and corps of volunteers.
- Maintaining a safe environment that is free of acts of discrimination or harassment against an individual

Greeting Members, Guests, Participants and Visitors

The first impression you make is likely to stay with someone for a long time and depends largely on attitude, skills and appearance. Always introduce yourself and give that person your undivided attention. Be responsible, show pride in the BGCCG and always show respect for the individual. Above all, show that you care about the individual by making him or her feel important.

Compliance with Laws and Regulations

BGCCG business is to be conducted in compliance with all applicable legal requirements. Therefore, each employee is required to comply with both the letter and spirit of such laws and regulations. The understanding of legal requirements by all concerned is a responsibility of the staff and board. If a question arises, employees should consult with the appropriate staff or officer.

The Board of Directors, with the assistance of staff and legal counsel (when needed), will prescribe procedures to assure understanding and compliance with laws and regulations.

Staff will implement necessary procedures to follow the Board's directive and to assure understanding and compliance within their areas of responsibilities.

Minutes of all Board and committee meetings shall be written and approved. Attendance and votes shall be recorded.

Conflicts of Interest

When engaged in personal and outside interests, employees should be free from any interest, influence or relationship that might conflict, or appear to conflict, with the best interests of the BGCCG; or that might affect their judgment or loyalty. If employees have interests that could conflict with those of the BGCCG, they are required to discuss them with their supervisor. Participation in any activity in violation of this policy, or potential violation of this policy, must not be started or continued without written approval of the CEO or designee. The CEO or designee and legal counsel, if necessary, will prescribe procedures for determining whether objectionable conflicts do in fact exist; and will be the final arbiter as to whether or not a particular activity violates this policy. Some examples of employee activities that would presumably violate the Conflicts of Interests policy are:

- Other employment that may interfere with or adversely affect work performance.
- Direct or indirect ownership by employees or members of their immediate family of a substantial equity or debt interest in a supplier to the BGCCG.
- Accepting substantial gifts, entertainment, loans, compensation, concessions or benefits of any kind from a supplier to the BGCCG.
- Having financial interests in any BGCCG transaction involving the purchase or sale, lease or rental of any goods, materials, equipment, supplies, services or property.
- Unauthorized disclosure or use of confidential information.
- Using employees, materials, equipment or other assets of the BGCCG for any unauthorized purpose without written approval from the CEO.
- Involvement in any other business activity, transaction or relationship that could reasonably be interpreted by others as illegal or unethical conduct or in conflict with BGCCG interests.

The complete Conflict of Interest Policy is located in the Policy Appendix of this handbook and must be thoroughly reviewed by all employees. All full-time employees must sign Attachment (A) acknowledging receipt of the policy when they are hired.

Offering or Accepting Gifts or Gratuities

The BGCCG's continued success and prosperity shall not be impaired by acts or situations that cause it embarrassment; or obligations or liabilities that compromise its ability to operate independently and effectively. Accordingly, it is the BGCCG's policy to generally prohibit the giving and accepting of gifts or gratuities. Whenever an employee deals with a supplier, a customer or governmental agency as an agent of the BGCCG, the employee has an obligation to act solely in the BGCCG's best interest. This obligation includes not only those acts

formalized by written contracts, but also covers the everyday business relationships with suppliers, customers, governmental officials and government employees.

Employees are prohibited from giving or accepting substantial gifts or gratuities. For purposes of this employee handbook, our BGCCG defines substantial gifts or gratuities, as anything in excess of \$100.00. No gifts or gratuities of any value should be accepted that could cause the BGCCG to be embarrassed, obligated or incur liability.

BGCCG employees may accept meals, refreshments or entertainment of nominal value in connection with business discussions. Luncheons or dinner meetings, held to conserve time and build relationships, are an acceptable practice. They should, however, be infrequent and the other party should not be permitted to consistently bear the expense. Such expenditures should be nominal. Common sense should be used to define “nominal” and to determine what is lavish, extravagant or frequent.

All employees have a personal responsibility to ensure that their acceptance of such meals, refreshments or entertainment is proper and could not reasonably be construed as an attempt by another to secure favorable treatment.

BGCCG employees are not permitted to solicit or accept personal gifts from individuals, firms or their representatives who have or seek business relationships with the BGCCG. If other than nominal gifts are received and cannot be returned, they are to be given to the CEO or designee for disposition.

Except for loans by recognized banks and financial institutions, BGCCG employees may not accept loans, guarantees of loans or payments from individuals or firms doing or seeking business with the BGCCG. Employees may also not accept services, accommodations or travel of any value unless received in conjunction with the performance of BGCCG business.

Employees shall not make personal purchases via BGCCG channels from outside suppliers. This provision excludes authorized employee-purchases of BGCCG products under programs established for such purposes.

Outside Consulting

Subject to the approval of their supervisor, employees are permitted to provide consultant services to other BGCs and/or kindred organizations with similar goals and objectives. If an employee is released from job responsibilities to provide such services and remuneration is received, the BGCCG must be reimbursed 50% of all consulting fee received by the employee. If they consult during their time-off, then the employee may retain any and all remuneration.

Political Activity

Employees are free to exercise their full liberties as citizens; including the right to express their personal convictions on issues such as social, economic, religious and political subjects.

However, employees must refrain from giving any impressions that their views and positions are those of the BGCCG.

We recognize the importance and responsibility of our employees to participate in the political process and uphold their right to support political parties, candidates, committees and causes.

Staff and lay leadership may represent the BGCCG in areas of public policy with political representatives at the local, state and national level. Such relationship building is carried out to achieve positive results in public/private partnerships, collaborations, joint ventures, and to be pro-active in protecting our tax status and UBIT (unrelated business income tax) position.

However, in accordance with Section 501(c)3 of the Internal Revenue Code, BGCs are prohibited by statute from directly or indirectly participating in or intervening in any political campaign on behalf of or in opposition to any candidate for public office. A Section 501(c)3 organization should not contribute time or money to political campaigns, should not publish or distribute statements on behalf of a political candidate and should not engage in any other activity that may be considered political.

Employees may personally contribute to a candidate or cause, and party of their choice. However, no employees shall be compensated or reimbursed for any such personal contribution and their efforts devoted to political activity must be outside of working hours. It must also be clear that any statements on public issues are their own and not those of the BGCCG.

Compliance and Discipline

Failure to comply with BGCCG standards will result in disciplinary action that may include termination of employment, termination of contract, referral for criminal prosecution and/or reimbursement to the BGCCG for any losses or damages resulting from the violation. All employees charged with a violation of our Code of Ethics will be given an opportunity to explain their actions before the appropriate disciplinary action is taken. Disciplinary action will be taken:

- against any employee who knowingly authorizes or participates directly in actions which are a violation of this policy
- against any employee who deliberately fails to report a violation or withholds relevant and material information concerning a violation of this policy
- against the violator's manager or supervisor when the circumstances reflect inadequate supervision or lack of diligence
- against any supervisor or manager who directly or indirectly retaliates against any employee for reporting a violation of this policy or encourages others to do so.

Agreement Statement

I, _____, have reviewed the Directors and Officers of the Boys & Girls Club of Central Georgia's "Code of Ethics Policy" and agree to abide by this policy during my term(s) of service.

Signature

Dated