



Code of Ethics Policy

I. Personal and Professional Integrity

- A. All staff, board members and volunteers of the Ottumwa Regional Legacy Foundation (ORLF) shall act with honesty, integrity and openness in all their dealings as representatives of ORLF.
- B. ORLF promotes a working environment that values respect, fairness and integrity.

II. Mission

- A. The Ottumwa Regional Legacy Foundation is committed to the well-being of the community. Its mission is to improve the health, education and vitality of the Ottumwa area.
- B. All of ORLF's programs support that mission and all who work for or on behalf of ORLF understand and are loyal to that mission and purpose. Further, it is the desire of ORLF that grant recipients follow the Code of Ethics outlined in this policy.

III. Governance

- A. ORLF's Board of Directors is responsible for setting the mission and strategic direction of ORLF and oversight of the finances, operations, and policies of ORLF.
- B. The Board and individual directors and officers shall act in accordance with the Code of Ethics policy, the Conflict of Interest policy and any other policies adopted by the Board related to the appropriate conduct of directors and officers.
- C. Among its duties, the governing body:
 - 1. Ensures that its board members have the skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of ORLF and its public purpose;
 - 2. Has a Conflict of Interest Policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
 - 3. Is responsible for the hiring, firing, and regular review of the performance of the President/CEO, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
 - 4. Ensures that the President/CEO and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
 - 5. Ensures that ORLF conducts all transactions and dealings with integrity and honesty;
 - 6. Ensures that ORLF promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;

7. Ensures that ORLF is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
8. Ensures that board policies of ORLF are in writing, clearly articulated and officially adopted;
9. Ensures that the resources of ORLF are responsibly and prudently managed; and,
10. Ensures that ORLF has the capacity to carry out its programs effectively.

IV. Legal Compliance

- A. ORLF is knowledgeable of and complies with all applicable laws, regulations and professional standards.

V. Responsible Stewardship

- A. ORLF manages its funds responsibly and prudently. This includes the following considerations:
 1. It spends a reasonable portion of its annual budget on programs in pursuance of its mission;
 2. It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
 3. ORLF compensates staff, and any others who may receive compensation reasonably and in accordance with approved Compensation Policy;
 4. To the extent ORLF has endowments or grants, it prudently draws from endowment or grant funds consistent with donor/grantor intent, legal guidelines and to support the public purpose of ORLF;
 5. Its Investment Policy is followed, modified and executed appropriately so that the long-term grantmaking and programmatic goals of the Foundation are supported;
 6. ORLF ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of ORLF; and,
 7. All financial reports are factually accurate and complete in all material respects.

VI. Transparency and Disclosure

- A. ORLF provides appropriate and timely information to the public, its members, and all stakeholders and is responsive to reasonable requests for information.
- B. All information about ORLF will fully and honestly reflect the policies and practices of ORLF.
- C. Basic information and data about ORLF, such as the annual Form 990 and any audited financial statements, will be posted on ORLF's website or will be made otherwise available to the public in accordance with the law and board policy on transparency and public reporting.
- D. All solicitation materials accurately represent ORLF's policies and practices and will reflect the dignity of program beneficiaries.
- E. All financial, organizational, and program reports will be complete and accurate in all material respects.

VII. Program and Grant Recipient Evaluation

- A. ORLF regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs.
- B. ORLF is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. ORLF is responsive to changes in its field of activity and is responsive to the needs of its constituencies.
- C. As ORLF seeks to acquire and maintain relationships with those holding like values and ethics, it is the expectation of the Foundation that its grant recipients will follow a similar Code of Ethics.

VIII. Inclusiveness and Diversity

- A. ORLF promotes inclusiveness and diversity. ORLF takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served when possible.

IX. Fundraising

- A. To the extent that ORLF raises funds from the public or from donor institutions, ORLF is truthful in its solicitation materials and will disclose important and relevant information to potential donors.
- B. ORLF will respect the privacy concerns of individual donors and expend funds consistent with donor intent.
- C. To the extent it raises funds from the public, ORLF will respect the rights of donors, as follows:
 - 1. To be informed of the mission of ORLF, the way the resources will be used and ORLF's capacity to use donations effectively for the intended purposes;
 - 2. To be informed of the identity of those serving on ORLF's board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
 - 3. To have access to ORLF's most recent board approved program(s) and financial reports;
 - 4. To be assured their gifts will be used for the purposes for which they were given;
 - 5. To receive appropriate acknowledgement and recognition;
 - 6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
 - 7. To expect that all relationships with individuals representing ORLF will be professional in nature;
 - 8. To be informed whether those seeking donations are volunteers, employees of ORLF or hired solicitors;
 - 9. To have the opportunity for their names to be deleted from mailing lists; and,
 - 10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.²

² These ten points are adapted from A Donor Bill of Rights, developed by the American Association of Fund Raising Council, the Association for Healthcare Philanthropy, the Council for the Advancement and Support of Education, and the Association of Fundraising Professionals, and endorsed by ORLF.