

Statement of Values and Code of Ethics

Grand Rapids Jaycees Foundation

4/3/2008

The Grand Rapids Jaycees Foundation is committed to the application of high ethical standards in the conduct of its business and has adopted the following Statement of Values and Code of Ethics.

I. Introduction

The nonprofit and philanthropic community should adhere to the highest ethical standards because public trust in our performance is the bedrock of our legitimacy. Donors and volunteers support charitable organizations because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct.

Nonprofit and philanthropic organizations must earn this trust every day and in every possible way. It is up to the trustees to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

Adherence to the law is the minimum standard of expected behavior. Nonprofit and philanthropic organizations must do more, however, than simply obey the law. We must embrace the spirit of the law, often going beyond legal requirements and making sure that what we do is matched by what the public understands about what we do. Transparency, openness and responsiveness to public concerns must be integral to our behavior.

II. Statement of Values of the Grand Rapids Jaycees Foundation

Our code of ethics is built on a foundation of widely shared values. The values of the Grand Rapids Jaycee Foundation include:

- Commitment to the public good;
- Accountability to the public;
- Commitment to being law abiding in all activities;
- Truthful and accurate in what we say and write;
- Respect for the worth and dignity of individuals;
- Respect for pluralism and diversity
- Transparency, integrity and honesty;
- Reliability in carrying out responsibilities;
- Open and honest communication;
- Cooperative and constructive in all work undertaken;
- Positive support of decisions voted on by the board;
- Responsible stewardship of resources; and,
- Commitment to excellence and to maintaining the public trust.

III. The Code of Ethics for the Grand Rapids Jaycees Foundation

A. Personal and Professional Integrity

All staff, board members and volunteers of the organization act with honesty, integrity and openness in all their dealings as representatives of the organization. The organization promotes an environment that values respect, fairness and integrity.

B. Mission

The organization has a clearly stated mission and purpose, approved by the board of trustees, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is the society at large.

C. Governance

The Grand Rapids Jaycees Foundation Board of Trustees is an active governing board that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The governing body:

- Ensures that its trustees have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- 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;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that the organization promotes working relationships with trustees, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the organization is fair and inclusive in its practices for all board, staff and volunteer positions;
- Ensures that policies of the organization are in writing, clearly articulated and officially adopted;
- Ensures that the resources of the organization are responsibly and prudently managed; and,
- Ensures that the organization has the capacity to carry out its programs effectively.

D. Legal Compliance

The Grand Rapids Jaycee Foundation is committed to complying with all applicable federal, state, and local laws, rules and regulations.

We are also committed to preventing non-compliance, and promptly identifying and correcting non-compliant situations. In addition to personal compliance, all trustees have the obligation to report any behavior or activities which they either know or suspect are in violation of federal, state, or local laws, rules, regulations or policies and procedures.

The Grand Rapids Jaycee Foundation recognizes that open communication is the key to consistent compliance. As such all reports of violations will be kept confidential to the extent permitted by law, unless doing so prevents the Foundation from fully and effectively investigating the violation reported.

E. Responsible Stewardship

The Grand Rapids Jaycees Foundation and its subsidiaries manage their funds responsibly and prudently. This should include the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, and other expenditures critical to professional management;
- If soliciting funds, it has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- It does not accumulate operating funds excessively;
- It prudently draws from endowment or investment funds consistent with donor intent and to support the public purpose of the organization;
- It ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

F. Openness and Disclosure

The Grand Rapids Jaycees Foundation provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be posted on the organization's website or otherwise available to the public. All solicitation materials accurately represent the organization's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

G. Program Evaluation

The Grand Rapids Jaycees Foundation regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The Foundation is committed to improving program and organizational effectiveness and is responsive to the needs of its constituencies.

H. Inclusiveness and Diversity

The Grand Rapids Jaycees Foundation takes meaningful steps to promote inclusiveness in its board recruitment and constituencies served.

I. Fundraising

The Grand Rapids Jaycees Foundation will be truthful in solicitation materials that raise funds from the public or from donor institutions. The Foundation respects the privacy concerns of individual donors and will expend funds consistent with donor intent. Important and relevant information will be disclosed to potential donors.

J. Grantmaker Guidelines

The Grand Rapids Jaycees Foundation will carry out particular responsibilities associated with the duties of being a grantmaking organization. These include the following:

- They will have constructive relations with grantseekers based on mutual respect and shared goals;
- They will communicate clearly and on a timely basis with potential grantees;
- They will treat grantseekers and grantees fairly and with respect;
- They will respect the expertise of grantseekers in their fields of knowledge;
- They will seek to understand and respect the organizational capacity and needs of grantseeking organizations; and,
- They will respect the integrity of the mission of grantseeking organizations.