

Boys & Girls Clubs of Greater Lowell Code of Ethics for Board and Staff

The purpose the Code of Ethics is to help ensure that all members of the Board of Directors, staff (both paid employees and volunteers) of Boys & Girls Club of Greater Lowell, Inc. (BGCGL) adhere to proper ethical standards, abide by the law, and preserve the mission, purpose, integrity, reputation, and professional and business relationships of BGCGL.

The Boys & Girls Club of Greater Lowell expects all employees 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 BGCGL.

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 BGCGL and its mission.

Pledge of Personal and Professional Conduct

- **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 and value 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 BGCGL's Code of Ethics, Employee Handbook, policies, procedures and all laws and regulations affecting BGCGL.

Professional Practices

While the “Pledge” outlines general principles guiding our ethical conduct, the following points illustrate important applications that are relevant to our everyday work. The points below are not intended to be all-inclusive. Employees are expected to utilize good judgment in maintaining the highest standards of ethics.

Conflicts of Interest:

- I will not place my personal interest in conflict with the mission, purpose, vision, or interests of BGCGL, and will avoid any conduct that may impair my judgment with respect to BGCGL.
- I will enter into business transactions on behalf of BGCGL and otherwise that are in the best interests of BGCGL and its mission, and that do not, in any way, conflict with, compromise, or detract from BGCGL’s mission, purpose, or interests.
- I will not, directly or indirectly, benefit improperly from my position or from any sale, purchase, or other activity of the organization.
- I will avoid situations involving conflict or the appearance of conflict between duty to the organization and personal interest.
- I will not accept from or give to any current or potential supplier, customer, competitor, or donor any payment, service, gratuity, gift, or favor of more than nominal value unless explicitly approved by the President.
- I will not ask for or receive cash, kickbacks, bribes, gifts or favors.
- I will avoid any outside business relationships with donors, other businesses or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for BGCGL.
- I will ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of BGCGL and not for personal gain or interests.
- I will reveal any perceived, potential or actual conflicts of interest.

Assets, Financial Reporting and Transactions:

- I will do my part to ensure that BGCGL 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.

Fundraising:

- I will enthusiastically promote genuine voluntary giving and prevent or inhibit any solicitations made under duress or coercion.
- I will be accurate and truthful in our 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.

Confidential Information:

- 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 BGCGL for the purpose of advancing any private interest or otherwise for personal gain.
- I will refer all requests for information about present or former employees of the organization to the Human Resources department for handling.
- I will refer requests for confidential or sensitive information from the media to the Director of Development.

Political Activities:

- I will not make - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of BGCGL.
- I will not use – or create the appearance of using - any organizational financial resources, facilities or personnel 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 BGCGL, 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 employee and Board Member will agree in writing to comply with the Code of Ethics.
- Such agreements, as well as compliance with the Code of Ethics, are conditions of employment for each employee.

Ethics Officers:

- *Joe. Hungler, Executive Director*
- *Brian Chapman, Chairman of the Board of Directors*

Questions and Reporting:

- Any questions regarding the Code of Ethics, its interpretation or application should be directed to the Executive Director or Chairman of the Board of Directors.
- If an employee knows of a violation of the Code of Ethics, he/she should immediately report it to his or her supervisor, senior manager or one of the Ethics Officers.
- If an employee is concerned that he/she may not be in compliance with the Code of Ethics, he/she should complete the appropriate Disclosure Statement and the Ethics Officers will provide a written response.
- Any supervisor or department head receiving such a report must immediately advise one of the organization's Ethics Officers.

- 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 employee will be kept confidential unless it must be revealed in order to fully enforce this Code of Ethics or comply with legal obligations.
- BGCGL's Ethics Officers will promptly investigate all alleged Code of Ethics violations of BGCGL employees and will take whatever corrective action is required. Employees are expected to cooperate in the investigation.

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 an employee's' 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.

**A Matter of Trust:
The B&GC of Greater Lowell
Code of Ethics Certificate**

I acknowledge that I have received and read my personal copy of Boys & Girls Clubs of Greater Lowell's Code of Ethics. I understand that I am responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics. The certificate process is mandatory for all BGCGL Board Members, employees and volunteers.

I am in compliance with policy

Printed Name

Signature

Date

Please sign and date this certificate and return it to:

*Caroline Howard, Finance Manager
Boys & Girls Clubs of Greater Lowell
657 Middlesex Street
Lowell, MA 01851
Fax: 978-453-9740
Tele: 978-458-4526*

Thank you!

**A Matter of Trust:
The Boys & Girls Club of Greater Lowell**

Code of Ethics Disclosure Statement

I acknowledge that I have received and read my personal copy of Boys & Girls Clubs of Greater Lowell Code of Ethics. I understand that each BGCGL board member, employee, and volunteer is responsible for adhering to the principles of the Code of Ethics, and I confirm that I will conduct myself in accordance with the principles of the Code of Ethics.

*I **may not be** in compliance with such policy, due to:*

Print Name

Signature

Date

Please sign and date this certificate and return it to:

*Caroline Howard, Finance Manager
Boys & Girls Club of Greater Lowell
657 Middlesex Street
Lowell, MA 01851
Fax: 978-453-9740
Tele: 978-458-4526*

Thank You!

Ethics Officers' Review and Comments

- You are in compliance with the Code of Ethics Policy.**
- You are not in compliance with the Code of Ethics Policy. In order to be in compliance:**

Ethics Officer's Signature

Date

EtEthics Officer's Signature

Date