

## **INDIAN HILLS COMMUNITY COLLEGE FOUNDATION, INC.**

### Code of Ethics for Board Members and Staff Members

**Goal:** To establish a set of principles and practices of Indian Hills Community College Foundation, Inc.'s, (the Foundation) Board of Directors and staff members that will set parameters and provide guidance and direction for board and staff members' conduct and decision-making.

**Code:** Members of the Board of Directors and staff members of the Foundation are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities. Board members and staff members pledge to accept this code as a minimum guideline for ethical conduct and shall:

#### **Accountability**

1. Faithfully abide by the Articles of Incorporation, Bylaws, and policies of the Foundation.
2. Exercise reasonable care, good faith, and due diligence in organization affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to the board, and nonprofit sector, and where applicable, to government and funding bodies.

#### **Professional Excellence**

6. Maintain a professional level of courtesy, respect, and objectivity in all the Foundation activities.
7. Strive to uphold those practices and assist other Foundation board members and staff members in upholding the highest standards of conduct.

#### **Personal Gain**

8. Exercise the powers invested for the good of the Foundation rather than for his or her personal benefit or that of other nonprofits that he or she represents.

**National Council of Nonprofit Associations**

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## **Equal Opportunity**

9. Ensure the right of eligible Indian Hills Community College students to available and appropriate scholarship and financial aid assistance without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
10. Ensure the right of eligible Indian Hills Community College students to available and appropriate scholarship and financial aid assistance without discrimination on the basis of the Foundation's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

## **Confidential Information**

11. Respect the confidentiality of sensitive information known due to board service or to experience.

## **Collaboration and Cooperation**

12. Respect the diversity of opinions as expressed or acted upon by the Foundation's board and committees and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among Foundation board members, staff members, and constituents.

**Approved:** *Indian Hills Community College Foundation, Inc., March 12, 2009.*