



CODE OF ETHICS

The following **Code of Ethics** is intended to provide general principles to guide us during our association with the Corporation. They should serve as a standard of conduct for all of us. The Program contains standards of ethical behavior for us in our professional relationships with colleagues, other organizations, state and federal governmental agencies, donors, the community, and society as a whole.

1. **Respect:** We will promote relationships among ourselves, with anyone served by the Corporation, with vendors and those who provide services to the Corporation, and with unrelated third parties based on mutual trust and respect. We will deal fairly and honestly with those who are affected by our actions, and treat everyone as we would expect to be treated in the same circumstances.
2. **Affirmative Action:** It has always been the policy and will continue to be the strong commitment of The Corporation and all contractors and subcontractors that do business with this agency to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. The Corporation will continue to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, mental disorder (present or past history thereof), age, blindness, physical disability, marital status, developmental disability, criminal record, sexual orientation, and any other characteristics protected by law. Such action includes, but is not limited to, employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. The Corporation its contractors and subcontractors will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.
3. **Environment:** We will foster a work environment that encourages critical thinking, creativity, and constructive contribution, and ensures that individuals may question a practice without fear of adverse consequences.
4. **Confidentiality:** We will maintain, when applicable, the privacy and confidentiality of information about customers, colleagues, clients and others with whom we interact. We will refrain from using or appearing to use confidential information acquired in the course of our work for unethical or illegal advantage either personally or through third parties.
5. **Integrity:** We will perform our duties in accordance with the letter and spirit of all applicable laws, regulations, and professional standards, and shall not pursue any course of action that involves a violation of the law, regulations, professional standards, the Conflict of Interest Policy or this Program.
 - a. We will be accurate and truthful in program reporting, public advertising and dissemination of information about the Corporation, other persons or entities doing business or competing with the Corporation, and the services of the Corporation or its competitors.
 - b. We will remain loyal to the Corporation and will refrain from either actively or passively, directly or indirectly, subverting the attainment of the Corporation's goals or objectives.
 - c. We will avoid the exploitation of any business or personal relationships for direct or indirect personal gain.
 - d. We will report and record information accurately and honestly. We will never willfully create any false or misleading document or financial or electronic record for any purpose, and we will not instruct others to do so. All financial transactions will be reported truthfully and accurately. We will report negative financial and other information promptly and accurately, and initiate appropriate action. We will prevent fraud and aggressive accounting practices that may result in disputable financial reports.
6. **Conduct:** We will not do anything that will not withstand public scrutiny. We will refrain from engaging in or supporting any activity which would discredit us, our profession, and/or the Corporation, and shall act in a manner which enhances the Corporation's standing as a vigorous and ethical nonprofit tax-exempt organization.
7. **Conflict of Interest:** We will abide by the Corporation's Conflict of Interest Policy (set forth in Article IV of the Agency's Compliance Policy).