

Sample: Code of Ethics

Colorado Nonprofit Association

Mission

The mission of the Colorado Nonprofit Association is to lead, serve and strengthen Colorado nonprofit organizations.

Code of Ethics

Given its mission, the Colorado Nonprofit Association has adopted a code of ethics to guide its board members, committee members and staff in their conduct when acting on behalf of the Colorado Nonprofit Association.

The Code contains broad principles reflecting the types of behavior the Colorado Nonprofit Association expects towards constituents, donors, employees, peers and the public.

This policy is not intended as a stand-alone policy. It does not embody the totality of the Colorado Nonprofit Association ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This Code will be reviewed periodically.

Board members, committee members and staff should:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.
2. Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.
3. Respect the confidentiality of sensitive information about the Colorado Nonprofit Association, its members, constituents, donors, board and employees.
4. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all of our operations.
5. For the board of directors, provide credible and effective oversight to the organization's work without personal bias.
6. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some benefit from the Colorado Nonprofit Association in return, other than occasional gifts of nominal value that are in keeping with good business ethics.
7. Abide by the governing documents and policies of the Colorado Nonprofit Association.
8. Be accountable for adhering to this Code of Ethics.
9. Implement and follow a Conflict of Interest Policy.
10. Implement and follow a Whistleblower Policy.

If you would like an editable copy of this document, email info@coloradononprofits.org.

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11. Act at all times in accordance with the highest ethical standards and in the best interest of the Colorado Nonprofit Association, its members, constituents, donors and reputation.
12. Openly and honestly tell the truth.
13. Honor our commitments and promises to the best of our abilities.
14. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
15. Not be deceptive in our fundraising activities or in prospecting for new members to join the Colorado Nonprofit Association.
16. Advocate for all nonprofit organizations, but not for any specific initiative - being respectful to the sector as a whole.
17. Not lobby with the intent to influence individual candidates.

Compliance, Monitoring and Reporting

The Colorado Nonprofit Association management is responsible for communicating this Code of Ethics to all members of the board of directors, standing committee members, as well as staff, staff interns and staff volunteers and for ensuring its adherence at all times.

Ratified by the Colorado Nonprofit Association's Board of Directors on December 10, 2008.

(Adapted with the permission of The Donors Forum of Chicago)

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Code of Ethics — Disclosure Form

This form must be completed by all members of the board of directors, standing committee members, as well as staff, staff interns and staff volunteers upon their joining the organization.

The undersigned, by their affixed signature, accept and agree to abide by the Code of Ethics policy.

Signature

Printed Name

Position within the organization (e.g. board member, committee member, staff, etc.)

Date

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