

**DALTON STATE FOUNDATION
ETHICS POLICY**

I. Purpose

This policy sets forth the governing principles by which all Foundation representatives shall conduct themselves to ensure that Foundation programs and operations merit continued public trust and confidence.

II. Scope

This policy shall apply to all Foundation representatives regardless of position.

III. Personal and Professional Integrity

All Foundation representatives shall act with honesty, integrity, and openness in all their dealings as representatives of the organization. The Foundation promotes a working environment that values respect, fairness, and integrity.

IV. Mission

The Foundation has a clearly stated mission, approved by the Board of Trustees. All of the organizations programs support that mission, and all who work for or on behalf of the Foundation understand and are loyal to that mission. The mission is responsive to the constituencies and communities served by the Foundation.

V. Governance

The Foundation's Board of Trustees is responsible for setting the mission and strategic direction of the organization and has oversight of the finances, operations, and policies of the Foundation. The Board:

- A. Ensures that its members have the requisite skills and experience to carry out their duties, and that all members understand and fulfill their duties acting for the benefit of the Foundation and its purpose;
- B. Ensures through its conflict of interest policy that any real or perceived conflicts of interest are avoided or appropriately managed through disclosure, recusal, or other means;
- C. Ensures that the Foundation conducts all transactions with integrity and honesty;
- D. Ensures that Foundation policies and procedures are in writing, clearly articulated, and officially adopted;
- E. Ensures that the resources of the Foundation are responsibly and prudently managed; and
- F. Ensures that the Foundation has the capacity to carry out its programs effectively.

VI. Legal Compliance

The Foundation is knowledgeable of and complies with all laws, regulations, and applicable international conventions.

VII. Responsible Stewardship

The Foundation manages its funds responsibly and prudently. The Foundation:

- A. Spends a reasonable percentage of its annual budget on programs in furtherance of its mission;
- B. Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- C. Has reasonable fundraising costs, recognizing the variety of factors that affect such costs;
- D. Prudently draws from endowment funds consistent with donor intent and to further the mission of the Foundation; and
- E. Ensures that financial reports are accurate and complete in all material respects.

VIII. Openness and Disclosure

The Foundation provides comprehensive and timely information to its stakeholders and the public, and is responsive in a timely manner to reasonable requests for information. All information about the Foundation will fully and honestly reflect the policies and practices of the Foundation. Basic financial information about the Foundation is available on the organization's website or otherwise made available to the public.

IX. Program Evaluation

The Foundation is committed to improving its program and organizational effectiveness through adaptation and learning from its activities and the field.

X. Fundraising

The Foundation ensures truthfulness in its solicitation materials, respect for the privacy of donors, and expenditures consistent with donor intent.

XI. CASE Statement of Ethics

The Foundation subscribes to the Council for the Advancement and Support of Education's (CASE) Statement of Ethics that is reproduced here.

Institutional advancement professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities, and schools to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct.

In so doing, they promote the merits of their institutions and of education generally, without disparaging other colleges and schools.

Their words and actions embody respect for truth, fairness, free inquiry, and the opinions of others.

They respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, or age.

They uphold the professional reputation of other advancement officers and give credit for ideas, words, or images originated by others.

They safeguard privacy rights and confidential information.

They do not grant or accept favors for personal gain, nor do they solicit or accept favors for their institutions where a higher public interest would be violated.

They avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.

They follow the letter and spirit of laws and regulations affecting institutional advancement.

They observe these standards and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.

XII. Donor Bill of Rights

On July 16, 2013, the Foundation's Executive Committee adopted the Donor Bill of Rights from the Association of Fundraising Professionals that is reproduced here.

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To ensure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

To have access to the organization's most recent financial statements.

To be assured their gifts will be used for the purposes for which they were given.

To receive appropriate acknowledgement and recognition.

To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Adopted by the Executive Committee, September 11, 2014.