

Village Community Services

Code of Ethics

I. Mission

Village Community Services has a clearly stated mission and purpose, approved by the board of directors. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and of value to the society at large.

II. Service to Participants

The following values inform and guide the organization's program services:

- Each participant is an individual of inherent value and fully worthy of respect.
- Each participant enjoys the rights, responsibilities and freedoms accorded to all others living in the United States.
- Each participant has capacity and competence upon which they must be afforded the opportunity for choice, decision-making and personal empowerment.

III. Personal and Professional Integrity

All staff, board members and volunteers of Village Community Services act with honesty, integrity and openness in all their dealings as representatives of the organization. VCS promotes a working environment that values respect, fairness, dignity, cooperation, teamwork, integrity and excellence.

IV. Governance

Village Community Services has an active Board of Directors that is responsible for setting the mission and strategic direction of the organization and has oversight of the finances, operations, and policies of the organization. The Board of Directors:

- Ensures that its board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties;
- Has a conflicts of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Is responsible for the hiring, firing, and regular review of the performance of the Executive Director and/or Administrators, and ensures that the compensation of those employees is reasonable and appropriate;
- Ensures that the ED, Administrators and appropriate staff provide the Board with timely and comprehensive information so that the Board can effectively carry out its duties;
- Ensures that VCS conducts all transactions and dealings with integrity and honesty;
- Ensures that VCS promotes working relationships with board members, staff, volunteers and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that VCS is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that policies of VCS are in writing, clearly articulated and officially adopted;

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- Ensures that the resources of VCS are responsibly and prudently managed; and,
- Ensures that VCS has the capacity to carry out its programs effectively.

V. Legal Compliance

Village Community Services is knowledgeable of and complies with the letter and spirit of all laws, regulations, agreements or requirements that govern its operations and activities. Competent legal counsel is sought when legal questions arise.

VI. Responsible Stewardship

Village Community Services manages its assets responsibly and prudently. This includes the following considerations:

- VCS spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- VCS spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- VCS compensates staff reasonably and appropriately;
- VCS incurs a reasonable level of fundraising costs to help increase and diversify revenue streams;
- VCS does not accumulate operating funds excessively;
- Endowment funds of the organization are prudently drawn from consistent with donor intent and to support the organization's public purpose;
- VCS ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill its mission;
- All financial reports are factually accurate and complete in all material respects; and,
- The physical assets of the organization are duly recorded and safeguarded to prevent theft, fraudulent use and premature decay or degradation. Personal use of agency assets by employees and volunteers is strictly prohibited.

VII. Openness and Disclosure

All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990 and audited financial statements, is readily available for public inspection and the organization is responsive in a timely manner to reasonable requests for information. All solicitation materials accurately represent the policies and practices of VCS and will reflect the dignity of program beneficiaries. All financial, organizational and program reports will be complete and accurate in all material respects. All staff members are encouraged to review the organization's monthly budget reports and to take an active role in controlling costs and increasing revenues.

VIII. Program Evaluation

Village Community Services regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. VCS is committed to improving program and organizational effectiveness and strives for excellence. It values innovation, ingenuity and creativity in finding new and more effective and efficient ways to fulfill its mission and purpose. VCS seeks input from, and strives to be responsive to, its stakeholders.

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IX. Inclusiveness and Diversity

Village Community Services has an adopted policy of non-discrimination towards its employees and participants. Inclusiveness is a core value that drives the organization's mission of service and advocacy on behalf of individuals with disabilities. The organization believes that a broader perspective, increased awareness and cultural enrichment are gained by having a staff and board that reflect diversity.

X. Fundraising

As a fundraising organization, VCS uses solicitation materials that are truthful. The organization respects the privacy concerns of individual donors and expends funds consistent with donor intent. VCS discloses important and relevant information to potential donors. In raising funds from the public, VCS will respect the rights of donors, as follows:

- To be informed of the mission of VCS, the way the resources will be used and VCS' capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the Board of Directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the organization's most recent financial reports;
- 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 donations is handled with respect and with confidentiality;
- To expect that all relationships with individuals representing the interests of VCS to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of VCS or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

XI. Procedures in the event of allegations of violation of ethical codes of conduct

1. Employee reports suspected fraudulent activity or other improper conduct to an Executive. In the event that an Executive is suspected to be involved or has not taken appropriate action, the employee is expected to contact the Board President.
2. The Executive or Board President will determine if further investigation is warranted and who should appropriately conduct the investigation.
3. If an investigation is warranted, it shall be initiated within a reasonable amount of time, not to exceed 10 working days, and documented.
4. Upon completion of the investigation the Executive or the Board of Directors will determine appropriate corrective actions based on the report findings and recommendations, up to and including discharge, and legal action when warranted.

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I HAVE READ AND UNDERSTAND THE FOREGOING CODE OF ETHICS. I AGREE TO ITS PRINCIPLES, AND MY ACTIONS HAVE BEEN AND WILL CONTINUE TO BE GUIDED THEREBY. FAILURE TO ABIDE BY THIS CODE WILL RESULT IN DISCIPLINARY ACTION.

Printed Name

Signature

Date