



**COMMUNITY
FOUNDATION**
of Northern Nevada

Code of Ethics and Business Conduct Policy

Earning respect for the communities we work with and serve.

Maintain integrity in our actions to build Trust.

Taking personal responsibility for our decisions and their consequences.

We are committed to:

- Faithfully abiding by the Articles of Incorporation, Bylaws, Mission and policies of the Community Foundation of Northern Nevada;
- Acting honestly, truthfully and with integrity in all our transactions and dealings;
- Avoiding conflicts of interest;
- Maintaining confidentiality at all times.
- Appropriately handling actual or apparent conflicts of interest in our relationships;
- Treating our grantees fairly;
- Treating every individual with dignity and respect;
- Treating our employees with respect, fairness and good faith and providing conditions of employment that safeguard their rights and welfare;
- Being a good corporate citizen and complying with both the spirit and the letter of the law;
- Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve;
- Being responsible, transparent and accountable for all of our actions; and
- Improving the accountability, transparency, ethical conduct and effectiveness of the nonprofit field.
- Ensuring that the Community Foundation of Northern Nevada has an active governing body that is responsible for setting the mission and strategic direction of the Foundation and oversees the finances, operations and policies of the Foundation.
- Maintain a professional level of courtesy, respect and objectivity in all Foundation activities.
- Respect the diversity of opinions as expressed or acted upon by the Foundation board and committees and formally register dissent as appropriate.

Business Conduct Guidelines

I. Integrity

All board members, officers, employees, and volunteers of the Community Foundation of Northern Nevada (“The Foundation”) shall act with honesty, integrity, and openness in all of their dealings as representatives of the Foundation. The Foundation shall maintain a working environment that values integrity, fairness, and respect.

II. Our Mission

Our mission is to strengthen our community through philanthropy and leadership by connecting people who care with causes that matter.

How we do our work is as important as what we do

- We are committed to valuable service to our community. We foster innovation, collaboration and imagination
- We are an engaged community leader and ally. We seek to develop and influence philanthropic and community leaders.
- We are responsible stewards of the resources entrusted to us. We operate with integrity, transparency and credibility.
- We value inclusiveness, diversity and equity. Our organization is characterized by a generous and caring spirit.
- We are a results-oriented organization committed to excellence.

The Community Foundation of Northern Nevada is dedicated to benefiting the citizens and communities throughout the state of Nevada, and beyond, per requests from our donors.

III. Law and Ethics

The Foundation shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law, however, is the minimum standard of expected behavior. The Foundation shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Trustees shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as codified within this Code of Ethics document.

IV. Diversity

The Foundation shall promote diversity and inclusiveness in its Board of Trustees, Advisory Board, management team, staff and volunteers.

V. Evaluation

The Foundation is committed to continuously improve its programs and its organizational quality. The Foundation shall periodically review its programs and incorporate lessons learned. The Foundation shall be responsive to new developments that may impact its programs and shall be responsive to the interests of its constituents.

VI. Fundraising

The Foundation shall comply with the charitable organization requirements of the State of Nevada. The Foundation shall respect the privacy concerns of individual donors and shall follow the donor intent in making disbursements. The Foundation shall disclose

important and relevant information to potential donors. In raising funds from the public, the Foundation shall:

- a. inform donors of the mission of the Foundation, and how their financial support will be used as part of its mission;
- b. inform donors of the identity of those serving on the Foundation's board;
- c. disclose the Foundation's most recent financial reports;
- d. represent that contributions will be used for the purposes for which they were given;
- e. provide appropriate acknowledgement and recognition of contributions;
- f. treat information about donations with respect and with confidentiality to the extent requested and/or provided by law; and
- g. encourage donors to ask questions when making a donation, and provide prompt, truthful and forthright answers.

VII. Transparency

a. The Foundation shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about the Foundation shall fully and honestly reflect its policies and practices. All financial and program reports shall be complete and accurate in all material respects. The following governance documents shall be posted on the Foundation's website (www.nevadafund.org).

- i. Articles of Incorporation;
- ii. Bylaws;
- iii. Conflict of Interest Policy;
- iv. Code of Ethics;
- v. Statement of Investment Policy
- vi. Spending Policy
- vii. Gift Acceptance Policy;
- viii. Whistleblower Policy; and
- ix. Audited / reviewed financial statements (as required) and IRS Form 990 for the most recent three years.

b. The website shall invite comments by readers with regard to any governance document, and the readers shall be expressly encouraged to download any documents that may be useful to them.

VIII. Complaints

Any person, whether or not connected with the Foundation, may lodge a complaint of unethical conduct against a board member, officer, employee, or volunteer of the Foundation by filing a written complaint with any trustee or officer.

IX. Remedies

Any board member who fails to comply with this Code of Ethics may, in the discretion of the Board of Trustees, be removed from the Board. If any employee or volunteer fails to comply with this Code of Ethics, that person may be put on notice or terminated, at the discretion of the Executive Committee or the Board of Trustees.