

Ethics Policy

Purpose:

The purpose of this Ethics Policy is to establish guidelines for ethical behavior, integrity, and accountability for Jamestown Presbyterian Church Foundation, Inc. Board of Directors (Board of Directors) members, staff, volunteers, and other representatives of the Jamestown Presbyterian Church Foundation, Inc. (Foundation). This policy ensures that all actions align with the Foundation's Christian values and mission to serve its community.

1. Core Principles

The following principles guide all activities and decisions:

Integrity: Conduct all activities honestly, fairly, and transparently.

Stewardship: Manage resources responsibly to honor donor intent and support the Foundation's mission.

Respect: Treat all individuals with dignity, compassion, and fairness, regardless of race, ethnicity, gender, religion, or socioeconomic status.

Faithfulness: Uphold Christian values in decision-making and interactions.

2. Applicability

This policy applies to:

Board of Directors members

Staff (paid and unpaid)

Volunteers

Contractors or consultants acting on behalf of the Foundation

3. Conflicts of Interest

Board of Directors members, staff, and volunteers must avoid conflicts of interest or the appearance of conflicts of interest that could compromise their ability to act in the best interests of the Foundation.

Any actual or potential conflicts must be disclosed in writing to the Board of Directors or verbally during Board meetings.

Individuals must recuse themselves from discussions or decisions where a conflict of interest exists.

4. Confidentiality

All confidential information relating to donors, beneficiaries, or internal operations must be protected and used solely for Foundation purposes.

Disclosure of confidential information to unauthorized parties is prohibited unless required by law.

5. Financial Responsibility

All financial transactions and reporting must be accurate, transparent, and in compliance with applicable laws and regulations.

Misuse of Foundation funds or resources for personal benefit is strictly prohibited.

6. Fundraising Ethics

Solicitations must be truthful and respectful, avoiding pressure or manipulation.

Donor intent must be honored, and all contributions must be used for their designated purposes.

Donors have the right to privacy and anonymity if requested.

7. Equal Opportunity and Non-Discrimination

The Foundation is committed to fostering an inclusive environment and providing equal opportunities in its programs and operations.

Discrimination, harassment, or any form of unethical behavior will not be tolerated.

8. Accountability and Reporting

Staff and volunteers are accountable for their actions and decisions and must adhere to this policy and other applicable regulations.

Any suspected ethical violations or misconduct must be reported to the President of the Board of Directors. Reports will be investigated promptly and confidentially.

Retaliation against individuals who report concerns in good faith is prohibited.



9. Use of Resources

Foundation resources, including funds, equipment, and facilities, must be used solely for mission-aligned activities.

Personal use of Foundation resources is not permitted without prior authorization.

10. Social Responsibility

The Foundation will uphold its responsibility to serve its community with compassion and fairness, advocating for justice and support for vulnerable populations.

Partnerships and collaborations must align with the Foundation's mission and values.

11. Compliance with Laws and Regulations

The Foundation will operate in full compliance with all applicable federal, state, and local laws, including nonprofit regulations.

Board of Directors members, staff, and volunteers are expected to stay informed of and adhere to relevant legal requirements.

12. Review and Amendments

This Ethics Policy will be reviewed annually by the Board of Directors and updated as necessary to reflect best practices and evolving organizational needs.

13. Acknowledgment

All Board of Directors members, staff, and volunteers must sign an acknowledgment confirming their understanding of and commitment to this policy.

Approved by: _____

[President, The Jamestown Presbyterian Church Foundation, Inc.]

Date: _____

[Approval Date]

