



## **Code of Ethics for Simes House Foundation Board of Directors including Directors and Officers.**

**Goal:** To establish a set of principles and practices of the Simes House Foundation Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

**Code:** Members of the Board of Directors of the Simes House Foundation are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the board of the Simes House Foundation. Board members pledge to accept this code as a minimum guideline for ethical conduct.

**As a member of the board team, I will:**

### **Accountability**

1. Faithfully abide by the Articles of Organization, By-Laws and policies of the Simes House Foundation.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information or fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to foundation members, the board, and where applicable, to government and funding bodies.
6. Participate actively in board meetings and actions, and keep well-informed of developments relevant to issues that may come before the board. Appreciate that in all that we do, silence is regarded as agreement.

### **Professional Excellence**

7. Maintain a professional level of courtesy, respect, and objectivity in all Foundation activities and with all individuals and groups that we deal with in our operations.
8. Strive to uphold those practices and assist other Foundation members of the board in upholding the highest standards of conduct.
9. Respect and support the majority decisions of the board. Actions will not be subject to reconsideration for one year from the vote taken, unless deemed necessary by a simple majority of the Officers and Directors of the Foundation, subject to appeal to the general membership.

### **Personal Gain**

10. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit.

### **Equal Opportunity**

11. Ensure the right of all Foundation members, employees and volunteers to an appropriate and effective work environment without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
12. Ensure the right of all Foundation members, employees and volunteers to an appropriate and effective work environment without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

### **Confidential Information**

13. Respect the confidentiality of sensitive information known due to board service.

### **Collaboration and Cooperation**

14. Listen carefully and politely to fellow officers, directors, general membership and guests.
15. Respect the diversity of opinions as expressed or acted upon by the foundation board, committees and membership, and formally register dissent as appropriate. Differences in opinion are welcome and to be respected.

16. Promote collaboration, cooperation, and partnership among foundation members and maintain contact and collaboration with other like-minded groups or associations in local, regional, national and global arenas.

**As a board member, I will not:**

1. Criticize fellow board members, general members or guests or their opinions in a disrespectful manner, in or out of the Simes House Foundation meetings with regard to Simes House Foundation matters. Criticism must be made to the person or matter in question directly, in front of Board/Foundation members, so that it may be discussed in an open, honest and respectful manner, and resolved.
2. Use the organization for my personal advantage or that of my friends or relatives.
3. Discuss the confidential proceedings of the board outside of executive sessions.
4. Promise how I will vote on any issue before a meeting.
5. Interfere with the duties of the Chairperson or undermine his/her authority with other board members, general members, staff or guests in verbal, non-verbal or written communications.

It is understood that if any element of the Code of Ethics is not routinely practiced and adhered to, after due consideration, remedy will be determined by the Officers and Directors of the Foundation, subject to ratification by the general membership.

By signature, I accept the Code of Ethics of the Simes House Foundation and will abide by the principles outlined herein.

---

(Sign Your Name)	(Print Your Name)	Date
------------------	-------------------	------