



## **Lockwood Donis Foundation**

### **Statement of Values and Code of Ethics**

**Drafted and Ratified – May 10, 2015**

#### **Introduction and Philosophy**

Donors and volunteers support Lockwood Donis Foundation (LDF) because they trust us to carry out our mission, to be good stewards of their resources, and to uphold rigorous standards of conduct.

Lockwood Donis Foundation must earn this trust every day and in every possible way. Our organization is made, at base and at best, of people, and it is up each person—board member, executive leader, staff, and volunteers—to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

Adherence to the law is the minimum standard of expected behavior. We must do more, however, than simply obey the law. We must embrace the spirit of the law, often going beyond legal requirements and making sure that what we do is matched by what the public understands about what we do. Transparency, openness and responsiveness to public concerns must be integral to our behavior.

Lockwood Donis Foundation's Code of Ethics is built on a foundation of values shared across our organization.

#### **Lockwood Donis Foundation Values**

- A. Dedication to the public good
- B. Accountability to the public
- C. Commitment beyond the law
- D. Respect for the worth and dignity of individuals
- E. Inclusiveness and social justice
- F. Respect for pluralism and diversity
- G. Transparency, integrity and honesty
- H. Responsible stewardship of resources
- I. Commitment to excellence and to maintaining the public trust

These values lead directly to the Lockwood Donis Foundation Code of Ethics that follows. These values inform and guide the actions that we take in developing our policies and informing our practices.



## **Lockwood Donis Foundation Code of Ethics**

### ***I. Personal and Professional Integrity***

All LDF staff, board members and volunteers act with honesty, integrity and openness in all their dealings as representatives of the organization. LDF promotes a working environment that values respect, fairness and integrity.

### ***II. Mission***

LDF has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. 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.

### ***III. Governance***

LDF has an active board of directors that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The Board of Directors ensures that:

- a) Each LDF Director has the requisite skills and experience to carry out his or her duties and that all members understand and fulfill their governance duties acting for the benefit of LDF and its public purpose.
- b) LDF has a conflict 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.
- c) LDF remains responsible for the hiring, firing, and regular review of the performance of the Executive Director and ensures that the compensation of the Executive Director is reasonable and appropriate.
- d) LDF's Executive Director and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties.
- e) LDF conducts all transactions and dealings with integrity and honesty.
- f) LDF promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness.
- g) LDF is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions.
- h) LDF's policies are in writing, clearly articulated and officially adopted.
- i) LDF's resources are responsibly and prudently managed.
- j) LDF has the capacity to carry out its programs effectively.



#### ***IV. Legal Compliance***

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

#### ***V. Responsible Stewardship***

LDF and its subsidiaries manage their funds responsibly and prudently. This includes the following considerations:

- a) LDF spends a reasonable percentage of its annual budget on programs in pursuance of its mission.
- b) LDF spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management.
- c) LDF compensates staff, and any others who may receive compensation, reasonably and appropriately.
- d) LDF sustains reasonable fundraising costs and recognizes the variety of factors that affect them
- e) LDF does not accumulate operating funds excessively.
- f) LDF prudently draws from endowment funds consistent with donor intent and to support public purpose.
- g) LDF ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill LDF's mission.
- h) All financial reports are factually accurate and complete in all material respects.

#### ***VI. Openness and Disclosure***

LDF provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. 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, reviews and compilations, and audited financial statements will be posted on LDF's website or will otherwise be available to the public. All solicitation materials accurately represent LDF's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

#### ***VII. Program Evaluation***

LDF regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. LDF is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its



activities and the field. LDF is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

### ***VIII. Inclusiveness and Diversity***

LDF has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its program effectiveness. LDF takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

### ***IX. Fundraising***

LDF is truthful in its solicitation materials. LDF respects the privacy concerns of individual donors and expends funds consistent with donor intent. LDF discloses important and relevant information to potential donors.

In raising funds from the public, LDF will respect the rights of donors as follows:

- a) To be informed of the LDF's mission, the way the resources will be used and their capacity to use donations effectively for their intended purposes
- b) To be informed of the identity of those serving on LDF's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities
- c) To have access to LDF's most recent financial reports
- d) To be assured their gifts will be used for the purposes for which they were given
- e) To receive appropriate acknowledgement and recognition
- f) To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law
- g) To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature
- h) To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors
- i) To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share
- j) To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

### ***X. Grantmaker Guidelines***

As an organization that provides grants and scholarships to select program participants on a discretionary basis, LDF bears particular responsibilities in carrying out its mission. These include the following:

- a) LDF will have constructive relations with grant seekers based on mutual respect and shared goals.



- b) LDF will communicate clearly and on a timely basis with potential grantees.
- c) LDF will treat grant seekers and grantees fairly and with respect.
- d) LDF will respect the expertise of grant seekers in their fields of knowledge.
- e) LDF will seek to understand and respect the organizational capacity and needs of grant seeking organizations.
- f) LDF will respect the integrity of the mission of grant seeking organizations.

#### IV. Afterword

While the Lockwood Donis Foundation Board of Directors has given its approval to this document, it will continue to be reviewed and revised as necessary.