

# FOUNDATION FOR ORANGE COUNTY PUBLIC SCHOOLS

## CODE OF ETHICS

### I. *Personal and Professional Integrity*

All board members and staff of the Foundation for Orange County Public Schools (the "Foundation") act with honesty, integrity and openness in all their dealings as representatives of the Foundation. The Foundation promotes a working environment that values respect, fairness and integrity.

### II. *Mission*

The Foundation has a clearly stated mission, approved by the board of directors, in pursuit of its charitable purposes. All of its programs support that mission and all who work for or on behalf of the Foundation understand and are loyal to that mission and purpose. The mission is responsive to the constituency and schools served by the Foundation and is of value to the society at large.

### III. *Governance*

The Foundation has an active governing body that is responsible for setting the mission and strategic direction of the Foundation and providing oversight of the finances, operations, and policies of the Foundation. The governing body:

- ensures that its board members have the requisite skills and experience to carry out their duties and that all members of the board of directors understand and fulfill their governance duties acting for the benefit of the Foundation and its charitable purpose;
- has a Conflict of Interest policy that ensures that any conflicts of interest 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 ensures that the compensation of the executive director is reasonable and appropriate;
- ensures that the executive director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- ensures that the Foundation conducts all transactions and dealings with integrity and honesty;
- ensures that the Foundation promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect and fairness;
- ensures that the Foundation is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- ensures that policies of the Foundation are in writing, clearly articulated and officially adopted;
- ensures that the resources of the Foundation are responsibly and prudently managed; and

- ensures that the Foundation has the capacity to carry out its programs effectively.

**IV. *Legal Compliance***

The Foundation makes appropriate provision to be knowledgeable of and in compliance with all applicable laws and regulations.

**V. *Responsible Stewardship***

The Foundation manages its funds responsibly and prudently. This includes the following considerations:

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

**VI. *Openness and Disclosure***

The Foundation provides comprehensive and timely information to the public, media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the Foundation will fully and honestly reflect the policies and practices of the Foundation. Basic informational data about the Foundation, including the Form 990 and the Form 1023, will be made available to the public. All solicitation materials accurately represent the Foundation's policies and practices and will reflect the dignity of program beneficiaries. All financial, Foundational, and program reports will be complete and accurate in all material respects.

**VII. *Program Evaluation***

The Foundation reviews program effectiveness regularly and has mechanisms to incorporate lessons learned into future programs. The Foundation is committed to improving program and Foundational effectiveness and develops mechanisms to promote learning from its activities and the field. The Foundation is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

**VIII. *Inclusiveness and Diversity***

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

**IX. *Fundraising***

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

In raising funds from the public, the Foundation will respect the rights of donors, and provide the following rights to the donors:

- to be informed of the mission of the Foundation, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- to be informed of the identity of those serving on the Foundation's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- to have access to the Foundation's most recent Form 990;
- 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 the extent provided by the law;
- to expect that all relationships with individuals representing Foundations of interest to the donor will be professional in nature;
- to be informed whether those seeking donations are volunteers, employees of the Foundation or hired solicitors;
- to have the opportunity for their names to be deleted from mailing lists that the Foundation may intend to share; and
- to feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.