



## **Code of Conduct Policy**

The Foundation is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness and integrity. Staff, board members and volunteers are required to act in accordance with all applicable laws, regulations and policies to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Furthermore, we should all act with honesty, integrity and openness in all dealings as representatives of the Foundation.

The Foundation will investigate any suspected fraudulent or dishonest use or misuse of the Foundation's resources or property by staff, board members or volunteers. Failure to follow the law, regulations and policies will result in disciplinary action including possible termination of employment, dismissal from one's board, committee or volunteer service and possible civil or criminal prosecution, if warranted.