



## LAFAYETTE PARTNERS IN EDUCATION CODE OF ETHICS

### **Mission**

The mission of the Lafayette Partners in Education (LPIE) is to support and enrich the education of each child in the Lafayette public schools through a broad community-based effort.

### **Code of Ethics**

LPIE has adopted a code of ethics to guide its Board members, committee members and staff in their conduct when acting on behalf of LPIE. The Code contains broad principles reflecting the types of behavior LPIE expects towards constituents, donors, employees, and the public.

### **Board members, committee members and staff should:**

1. Act at all times in accordance with the highest ethical standards and in the best interest of LPIE, its constituents, donors and reputation.
2. Listen to stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of LPIE's mission.
3. Respect the confidentiality of sensitive information about constituents, donors, Board and employees.
4. Act as a "trustee" of the organization to ensure that it is well-maintained, financially secure, growing and always operating in the best interest of those served.
5. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all operations.
6. Recognize that all authority is vested in the full Board only when it meets in legal session.
7. Abide by the governing documents and policies of Lafayette Partners in Education.
8. Be accountable for adhering to this Code of Ethics, following a Conflict of Interest Policy, and implementing a Whistleblower Policy.
9. Honor our commitments and promises to the community.
10. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
11. Not be deceptive in our fundraising activities.
12. Not carry on propaganda or otherwise attempt to influence legislation, except to an insubstantial degree, or intervene in any political campaign on behalf of any candidate for office. LPIE shall be operated exclusively for educational and charitable purposes.
13. Not discriminate or allow Lafayette Partners in Education, its board or staff, to discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status,

in any of its activities or operations. LPIE is and shall remain an equal opportunity employer.

**In addition, Board members should:**

1. Provide credible and effective oversight to the organization's work without personal bias.
2. Keep well-informed of developments relevant to issues that may come before the Board.
3. Participate actively in Board meetings and actions.
4. Respect and support the majority decisions of the Board.

**Staff members should:**

1. Maintain confidentiality when storing or disposing of donor records.
2. Maintain a professional attitude that upholds confidentiality toward individuals served, colleagues, donors, and LPIE.
3. Upon leaving position or termination, maintain client and coworker confidentiality, and hold as confidential any information obtained concerning the nonprofit.
4. Always work to learn how to do my job better.

**Compliance, Monitoring and Reporting**

Lafayette Partners in Education management (President and Executive Director) is responsible for communicating this Code of Ethics to all members of the Board of directors, standing committee members, as well as staff, and for ensuring its adherence at all times.

**The undersigned, by their affixed signature, accept and agree to abide by the Code of Ethics policy.**

Policy approved by the LPIE Board of Directors on December 12, 2013.

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Position within the organization** \_\_\_\_\_

**Date** \_\_\_\_\_



## **LAFAYETTE PARTNERS IN EDUCATION CONFLICT OF INTEREST POLICY**

As a board member, I resolve that I will not participate in any discussion or vote on any matter in which I or a member of my family has potential conflict of interest due to having material economic involvement regarding the matter being discussed. When such a situation presents itself, I must announce the potential conflict, disqualify myself, and be excused from the meeting until discussion is over on the matter involved. The President of the meeting is expected to make inquiry if such conflict appears to exist and I have to make it known.

Policy approved by the Board of Directors on 12/12/13.

Please describe any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in LPIE's Policy on Conflicts of Interest) arising.

Policy approved by the LPIE Board of Directors on December 12, 2013.

**I accept and agree to abide by the Conflict of Interest policy of Lafayette Partners in Education and certify that the information set forth above is true and complete to the best of my knowledge.**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Position within the organization** \_\_\_\_\_

**Date** \_\_\_\_\_



## LAFAYETTE PARTNERS IN EDUCATION WHISTLEBLOWER POLICY

Lafayette Partners in Education requires directors, officers and employees to observe high standards of professional and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Lafayette Partners in Education, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

### **Reporting Responsibility**

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Lafayette Partners in Education can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Lafayette Partners in Education's code of ethics or suspected violations of law or regulations that govern Lafayette Partners in Education's operations.

### **No Retaliation**

It is contrary to the values of Lafayette Partners in Education for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, suspected fraud, or suspected violation of any regulation governing the operations of Lafayette Partners in Education. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

### **Reporting Procedure**

Lafayette Partners in Education has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with the Executive Director who is required to report complaints or concerns about ethical and legal violations in writing to the Lafayette Partners in Education's President. If an employee is uncomfortable speaking with the Executive Director or is not satisfied with the response, the employee is encouraged to speak directly with the President or Recruitment Chair, or a board member. All have the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to the Executive Director, President, Recruitment Chair, or a board member.

The Lafayette Partners in Education's President, Executive Director, and Recruitment Chair are responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved and report complaints, at least annually, to the Executive Committee and to Audit Committee on activity relating to accounting or alleged financial improprieties.

**Accounting Matters**

The Lafayette Partners in Education’s President and Executive Director shall immediately notify the Treasurer of any concerns or complaint regarding accounting practices and internal controls and work with the Executive Committee and Audit Committee until the matter is resolved.

**Acting in Good Faith**

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

**Handling of Reported Violations**

The Lafayette Partners in Education’s President, Executive Director, and Recruitment Chair will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Policy approved by the LPIE Board of Directors on December 12, 2013.

**The undersigned, by their affixed signature, accept and agree to abide by the Whistleblower policy.**

**Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

**Position within the organization** \_\_\_\_\_

**Date** \_\_\_\_\_