

Employee Conduct		COO Approval Date	
		COO Signature	
		BOARD Approval Date	
Author	Grace Austin	CEO Approval Date	
Owner	Grace Austin	CEO Signature	
Owner-Title/Dept	Head of Finance & Administration	Version #	First Read 3.4.20
Regulatory Compliance		Regulation #	

Personal and Professional Integrity

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

Mission

The Corporation 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 HIA, Inc. understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the Corporation and of value to the society at large.

Governance

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

- Ensures that its board members or trustees have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of HIA, Inc. and its public purpose;
- 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; and
- 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 Corporation conducts all transactions and dealings with integrity and honesty;
- Ensures that the Corporation promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;

- Ensures that the Corporation is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that policies of the Corporation are in writing, clearly articulated and officially adopted;
- Ensures that the resources of the Corporation are responsibly and prudently managed; and
- Ensures that the Corporation has the capacity to carry out its programs effectively.

Legal Compliance

HIA, Inc. is knowledgeable of and complies with all laws and regulations.

Responsible Stewardship

The Corporation manages their 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 Corporation compensates staff, and any others who may receive compensation, reasonably and appropriately;
- If the Corporation solicits funds, it will have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- The Corporation ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of Corporation; and,
- All financial reports are factually accurate and complete in all material respects.

Openness and Disclosure

All information about HIA, Inc. will fully and honestly reflect the policies and practices of the Corporation. All solicitation materials accurately represent the Corporation'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.

Program Evaluation

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

Inclusiveness and Diversity

HIA, Inc. has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. The Corporation takes meaningful

steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

Fundraising

If the Corporation shall raise funds from the public or from donor institutions, the Corporation will be truthful in their solicitation materials. HIA, Inc. will respect the privacy concerns of individual donors and expend funds consistent with donor intent. HIA, Inc. will disclose important and relevant information to potential donors.

In raising funds from the public, HIA, Inc. will respect the rights of donors, as follows:

- To be informed of the mission of the Corporation, 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 HIA, Inc.'s governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the Corporation's most recent financial reports;
- 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 HIA, Inc. to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of HIA, Inc. or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that HIA, Inc. may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Grantmaker Guidelines

If the Corporation engages in grantmaking, that grant makers will have particular responsibilities in carrying out their missions. These include the following:

- They will have constructive relations with grant seekers based on mutual respect and shared goals;
- They will communicate clearly and on a timely basis with potential grantees;
- They will treat grant seekers and grantees fairly and with respect;
- They will respect the expertise of grant seekers in their fields of knowledge;
- They will seek to understand and respect the organizational capacity and needs of grant seeking organizations; and
- They will respect the integrity of the mission of grant seeking organizations.