



**Title: Code of Conduct**

Policy and Procedure Number: 008

Effective Date: December 10, 2012

Revised Date: June 9, 2014, June 8, 2015

Approval Authority: Board of Directors

**Purpose:**

To set forth and govern the ethical conduct of all volunteers, employees, and/or Board members of Cornerstone Community Ministries, Inc. (CCM).

**Basis of Understanding:**

1. References made to “*Representative(s)*” of CCM in this document are all volunteers, employees, and/or Board members of CCM.
2. All *representatives* of CCM are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities.
3. Donors and volunteers support this organization because they have entrusted leadership to carry out the mission of CCM, to be good stewards of their resources, and to uphold rigorous standards of conduct.
4. Transparency, openness and responsiveness to public and internal concerns must be integral to our behavior.
5. The Board of Directors is responsible for setting the mission, strategic direction, oversight of the finances, operations, and policies of the organization.
6. In cooperation with the Executive Director, the Board of Directors will ensure the requisite skills and experiences necessary to carry out the duties and responsibilities that all *representatives* must comply.
7. “Good faith” for the purposes of this policy means that the individual had a reasonable basis, based on some objective fact(s), to conclude that a violation of the Code of Conduct has occurred.

**Policy:**

All *representatives* of CCM pledge to accept the following code as a minimum guideline for ethical conduct:

**Accountability**

1. We will faithfully abide by CCM’s *Mission Statement, Core Values, and Statement of Faith*.
2. We will fully comply with the articles of incorporation, bylaws, policies and procedures of CCM.
3. We will exercise reasonable care, good faith, and due diligence in organizational affairs.
4. We will fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
5. We will fully disclose, at the earliest opportunity, information that would have significance in Board of Directors or Executive Director decision making.
6. We will remain accountable for prudent fiscal management to the Executive Director, Board of Directors, Donors, and, when applicable, to government and funding bodies.

**Professional Excellence**

1. We will maintain a professional level of courtesy, respect, and objectivity in all activities.
2. We will strive to uphold those practices and assist other representatives of CCM in upholding the highest standards of conduct.

**Personal Gain**

1. We will exercise the powers invested for the good of CCM rather than for his or her personal.

**Equal Opportunity**

1. We will ensure the opportunity of all youth to access appropriate and effective services that conform to our mission regardless of geographical, political, or socio-economical characteristics of the state, region, or constituency represented.

**Confidential Information**

1. We will respect the confidentiality of sensitive information conforming to CCM's *Confidentiality Policy*.

**Collaboration and Cooperation**

1. We will respect the diversity of opinions as expressed or acted on by the board, committees, and staff; and formally register dissent as appropriate.
2. We will promote collaboration, cooperation, and partnership among churches, businesses and CCM volunteers.