



## *The Code of Ethics for the Foundation for Jewish Camp*

### **I. Personal and Professional Integrity**

All staff, board members and volunteers of the Foundation for Jewish Camp (FJC) act with honesty, integrity and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness and integrity.

### **II. Mission**

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

### **III. Governance**

The organization has an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. 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 the organization 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 organization conducts all transactions and dealings with integrity and honesty;
- Ensures that the organization promotes working relationships with board members, staff, grantors and program beneficiaries that are based on mutual respect, fairness and openness;



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

#### **IV. Legal Compliance**

The organization is knowledgeable of and complies with all laws and regulations.

#### **V. Responsible Stewardship**

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

- The FJC spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- We spend an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- The organization compensates staff, and any others who may receive compensation, reasonably and appropriately;
- The FJC has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- We ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

#### **VI. Openness and Disclosure**

The FJC provides comprehensive and timely information to the public and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990 and audited financial statements will be posted on the organization's website or otherwise available to the public. All solicitation materials accurately represent the organization'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.

### **VII. Program Evaluation**

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

### **VIII. Inclusiveness and Diversity**

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

### **IX. Fundraising**

As an organization that raises funds from the public or from donor institutions, the FJC is truthful in our solicitation materials. We respect the privacy concerns of individual donors and expend funds consistent with donor intent. We disclose important and relevant information to potential donors.

In raising funds from the public, the FJC will respect the rights of donors, as follows:

- To be informed of the mission of the organization, the way the resources will be used and our capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the organization's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the organization'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 organizations of interest to the donor will be professional in nature;



- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that the FJC may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

#### **X. Grantmaker Guidelines**

Since FJC also functions as a grantmaker, we have particular responsibilities in carrying out that part of our mission. These include the following:

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

#### **XI. Compliance, Monitoring and Reporting**

The FJC management is responsible for communicating this Code of Ethics to all employees and board members and for ensuring its contents are understood and followed. Breaches of this code should be reported to the Chairman of the Board of Directors.