



GREATER TEXAS FOUNDATION

## **Policy for the Promotion of Ethical Conduct**

### 1.0 Purpose

Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity. The purpose of this policy is to establish broad expectations related to expected behavior and prohibited conduct.

### 2.0 Persons Affected.

The Board of Directors, the President & CEO, and all foundation employees, officers, and representatives, including consultants.

### 3.0 Policy

It is the policy of the Greater Texas Foundation to comply with all applicable laws and regulations, foundation bylaws, and other governing documents. The foundation expects its directors, officers, employees, and consultants (foundation representatives) to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect.

### 4.0 Responsibilities

4.1 It is the responsibility of the Board of Directors, the President & CEO, all foundation employees, officers, and representatives to take reasonable steps to ensure the ethics of the foundation are observed.

4.2 It is the responsibility of the President & CEO, or designee(s), to maintain and update this policy as needed.

### 5.0 Procedures

5.1 This policy will be reviewed annually and any other time requested by the Board of Directors.



GREATER TEXAS FOUNDATION

- 5.2 Directors and officers should not use their positions to obtain unreasonable or excessive services or expertise from Greater Texas Foundation staff.
- 5.3 In general, the use of good judgment based on high ethical principles will guide foundation representatives with respect to lines of acceptable conduct.
- 5.3.1 If a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter must be brought to the attention of the employee's immediate supervisor or the President & CEO. Board members should raise any such concerns with the foundation's Board Chair.
- 5.3.2. Conduct determined to be unethical may result in disciplinary measures up to and including separation from the organization.
- 5.4 Foundation representatives should take all reasonable steps to ensure the ethics policy of the foundation is observed. The following principles are offered as guidance, but do not constitute an exhaustive list of expected or prohibited behavior. Specifically, each foundation representative shall:
- 5.4.1 not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities.
- 5.4.2 not engage in any financial transaction in order to further any private interest using nonpublic information which they obtain in the course of their duties.
- 5.4.3 put forth honest effort in the performance of their duties.
- 5.4.4 make no unauthorized commitments or promises of any kind purporting to bind Greater Texas Foundation.



GREATER TEXAS FOUNDATION

- 5.4.5 not use their offices for private gain.
- 5.4.6 act impartially and not give preferential treatment to any private or public organization or individual.
- 5.4.7 protect and conserve foundation property and shall not use it for other than authorized activities.
- 5.4.8 not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities.
- 5.4.9 promptly disclose waste, fraud, abuse, and corruption to either the President & CEO or the Board Chair.
- 5.4.10 endeavor to avoid any actions that would create the appearance they are violating the law or the ethical standards of the foundation.
- 5.4.11 provide truthful information to internal and external constituencies.