



www.studentvisions.org

STUDENT VISIONS CODE OF ETHICS

At the core, to care for one another, we have to trust one another.

As staff, volunteers, and representatives of Student Visions, we have a responsibility to uphold the highest of ethical standards—both for ourselves and for the benefit of our communities. We believe these standards go beyond compliance with laws and regulations—calling on us to fulfill higher obligations as stewards of the public trust. This Code of Ethics is an important way for us to reaffirm our ethical commitments. It sets forth the principles and standards that guide our decisions and actions.

As we read the Code, we must remember that it is more than a set of standards and responsibilities. It is a way of connecting our values and our ideals with the work we do every day. The Code is not just about what we should do, but why we do it.

Of course, no document can give us all the answers to our ethics questions. This Code is meant to help us further the discussion of ethics in our workplace. It also encourages us to seek guidance and clarification when we have questions about applying our principles and standards. The involvement of all involved is essential to upholding these principles and standards. Only by continuing to work together on these issues can we ensure that Student Visions fulfills its commitment to build and maintain the public trust in all that we do.

OUR CORE VALUES

The mission of Student Visions is to improve our student's lives, not only in their academic pursuits but as well-rounded individuals, developing an understanding of themselves and their self-worth, and a caring of their families and the community at large. This requires that all concerned act in a way that will earn the trust of others. Accordingly, Student Visions plays a unique role as a leader to build trust through all that we do. This bond of trust goes far beyond legal or regulatory requirements to include our core values, and ethics.

To fulfill this special obligation, four core values provide the foundation on which we base our actions and decisions.

1. INTEGRITY - We act with integrity that inspires truthfulness.

- We strive to instill and promote public confidence and trust.
- We strive to act with high standards of excellence and accountability, including prudent use of finances, and fair, accurate, and honest disclosures of information.
- We keep our promises.

2. IMPACT - We make a positive difference in our students and have for them a measurable impact of enduring consequence.

- We make a difference in our community. Our efforts change lives.
- We assume responsibility as good stewards of and are accountable for our work and sustainable results.

3. VOLUNTEERISM - We are made relevant through the spirit of volunteerism.

- Student Visions influences its students and staff to express their philanthropic beliefs (expression of one's "love of humanity") through community service.
- We believe that the most effective models of service and excellence are created through our involvement in community service in concert with our students

4. INCLUSIVENESS - We are strong only when we are inclusive.

- We aspire to teach our students inclusiveness by our living example.
- We act in ways that respect the dignity, uniqueness, and intrinsic worth of every person—the community, the donors, our own staff and families, boards, and volunteers.
- We believe in a movement built from the rich diversity.

CODE OF ETHICS

Student Visions is committed to the highest ethical standards. Our reputation depends upon the ethical conduct of everyone affiliated with Student Visions. Staff, volunteers and representatives set an example for each other by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct. We are mindful that our core values must be clearly articulated, communicated and continuously reinforced.

We strive for good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have with a supervisor.

1. PERSONAL AND PROFESSIONAL INTEGRITY - A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards our mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and minority opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

2. ACCOUNTABILITY - Student Visions is responsible to all of its stakeholders, which include staff, students, donors and others who have placed faith in us. To uphold this trust we:

- Promote good stewardship of our resources, including membership fees, grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-Student Vision purposes.
- Observe and comply with all laws and regulations affecting us.

3. SOLICITATIONS AND VOLUNTARY GIVING – The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities.

4. DIVERSITY AND EQUAL OPPORTUNITY - Student Visions is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of our activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- Support affirmative action and equal employment opportunity programs.
- Refuse to engage in or tolerate in any other form of discrimination or harassment.

5. CONFLICTS OF INTEREST - To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of Student Visions as well as undermine the public's trust in us:

OUR STAFF AND REPRESENTATIVES must:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of Student Visions, including involvement with a current or potential Student Visions vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by our President and CEO.
- Ensure that outside employment and other activities do not adversely affect the performance of their Student Vision duties or the achievement of Student Vision's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of Student Vision and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of Student Vision duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to Student Vision business.
- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends, or affiliated with or employed by a person with whom there is a relationship that adversely affects the appearance of impartiality.

OUR VOLUNTEERS:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of Student Visions in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.
- Members of the Board shall annually announce at a meeting of the Board of Directors a disclosure of all known potential conflicts of interest.

6. CONFIDENTIALITY AND PRIVACY - Confidentiality is a hallmark of professionalism. We therefore:

- Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their Student Visions duties.

7. POLITICAL CONTRIBUTIONS - Student Visions encourages individual participation in civic affairs. However as a charitable organization, Student visions may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of Student Visions.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of Student Visions
- Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office
- Clearly communicate that we are not acting on behalf of the organization, if identified as an official of Student Visions, while engaging in political activities in an individual capacity.
- Refrain from engaging in political activities in a manner that that may create the appearance that such activity is by or on behalf of Student Visions.

GUIDANCE AND DISCLOSURE

Volunteers, staff, and representatives are encouraged to seek guidance from the President and CEO or Executive Director concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff, volunteers or representatives should report of any breach to the President and CEO or Executive Director. Any possible breach will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation against a person who suspects and reports a Breach in good faith will be treated as an independent breach of the Code.
- Student Visions affirms prompt and fair resolution of all reported breaches.

DEFINITIONS:

Candidate for Public Office: An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state or local.

Contribution, political: Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

Donors: All individuals and entities that make charitable or in-kind contributions to Student Visions.

Immediate family members: An individual's spouse, children, parents, siblings, and spouses of children and siblings.

Nonpublic Information: Any business, financial, or personal information, which is not publicly known or available.

Political Committee: Any party, committee, association, fund or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state or local office.

Privileged Information: Information that is protected from involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, and others.

Promotional Items of Nominal Value: Gifts used to promote an organization's name, products, or services which have a retail value of \$25 or less.

Representatives: Individuals who provide personal services to Student Visions as independent contractors or consultants.

Staff: All individuals, who provide services to Student Visions as employees or leased employees.

Vendors: Entities which provide goods and services to Student Visions for a fee.

Volunteers: All interns, mentors, tutors and other volunteers who perform their Student Visions duties without compensation, including members of the Board of Directors and committees appointed by the Board of Directors, who perform such duties without compensation.

Code of Ethics

Certificate

I acknowledge that I have received and read my personal copy of the Student Visions Code of Ethics. I understand that each Student Visions volunteer, staff member and representative is responsible for adhering to the principles and standards of the Code, and I confirm that I have conducted myself and will conduct myself in accord with the principles and standards of the Code. The certification process is mandatory for all Student Visions staff and members of the Board of Directors.

PRINTED NAME _____

SIGNATURE _____

DATE _____