

**THE VOLUNTEER CENTER
OF SOUTHWESTERN FAIRFIELD COUNTY**

Code of Ethics and Conduct

General

To establish a set of principles and practices of the Volunteer Center of Southwestern Fairfield County, Inc. (“The Volunteer Center”) that will set parameters and provide guidance and direction for conduct and decision-making.

Code

Members of The Volunteer Center’s Board of Directors and employees are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the Board of Directors. Officers, directors and employees pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of The Volunteer Center and all applicable laws, rules and regulations.
2. Exercise reasonable care, good faith, and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information that would have significance in Board decision-making.
5. Remain accountable for prudent fiscal management to The Volunteer Center, the Board, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all activities.
7. Strive to uphold those practices and assist members of the Board in upholding the highest standards of conduct.
8. Diligently perform all duties, obligations and responsibilities to The Volunteer Center.
9. Seek to continually improve their knowledge about The Volunteer Center, its mission and the sector in which it operates.
10. Strive to improve public understanding of The Volunteer Center and its mission.

Personal Gain

11. Exercise the powers invested for the good of The Volunteer Center rather than for his or her personal benefit, or that of any other organization.
12. Not seek or accept any personal financial gain from The Volunteer Center other than any compensation to which they may be entitled as officers or employees of The Volunteer Center.

Equal Opportunity

13. Ensure the right of all employees to appropriate and effect services without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

14. Respect the confidentiality of sensitive information known due to service of The Volunteer Center.

Collaboration and Cooperation

15. Respect the diversity of opinions as expressed or acted upon by the Board of Directors, committees and membership, and register dissent as appropriate.
16. Promote collaboration, cooperation, and partnership among officers, directors and employees.

Approved: The Volunteer Center of Southwestern Fairfield County, Inc. Board of Directors,
March 19, 2009