

ACF Statement of Values and Code of Ethics

Statement of Values

- Commitment to the well-being of children;
- Respect for the worth and dignity of individuals;
- Inclusiveness and social justice;
- Respect for pluralism and diversity;
- Transparency, integrity and honesty;
- Responsible stewardship of resources; and,
- Commitment to excellence and to maintaining the public trust.

Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers of the organization 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 guiding principle of Advocates for Children and Families is that every child deserves a permanent home in a nurturing environment. The well-being of children is our priority, and our mission is to provide assistance to people creating new family relationships through adoption. All ACF programs support that mission and all who work for or on behalf of ACF understand and are loyal to that mission and purpose.

III. Governance

ACF 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 Board of Directors:

- Ensures that its board members 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 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 chief executive officer, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
- Ensures that the CEO and appropriate staff provide the Board of Directors with timely and comprehensive information so that it can effectively carry out its duties;
- Ensures that ACF conducts all transactions and dealings with integrity and honesty;

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- Ensures that ACF promotes working relationships with board members, staff, volunteers, and program clients that are based on mutual respect, fairness and openness;
- Ensures that ACF is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that policies of ACF are in writing, clearly articulated and officially adopted;
- Ensures that the resources of ACF are responsibly and prudently managed; and,
- Ensures that ACF has the capacity to carry out its programs effectively.

IV. Legal Compliance

ACF is knowledgeable of and complies with all laws, regulations and applicable international conventions.

V. Responsible Stewardship

ACF manages its funds responsibly and prudently.

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- It compensates staff, and any others who may receive compensation, reasonably and appropriately;
- It has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- ACF does not accumulate operating funds excessively;
- Funds raised through grants, endowments, or other donations are used in a manner consistent with donor intent and to support the purpose of the organization;
- ACF ensures 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

ACF provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization fully and honestly reflects the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements are available to the public. All solicitation materials accurately represent the organization's policies and practices and reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

VII. Program Evaluation

ACF regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. ACF is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and from discussion of current

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adoption issues. ACF is responsive to changes in its field of adoption and is responsive to the needs of its constituencies.

VIII. Inclusiveness and Diversity

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

IX. Fundraising

ACF is truthful in its solicitation materials to raise funds from individuals and organizations. ACF respects the privacy concerns of individual donors and expends funds consistent with donor intent. ACF discloses important and relevant information to potential donors.

In raising funds from the public, ACF respects the rights of donors, as follows:

- To be informed of the mission of the organization, the way the resources will be used and their 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 an organization may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.