



I. Personal and Professional Integrity

All staff, board members and volunteers of the Dearborn YMCA will 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 Dearborn YMCA has a clearly stated mission and purpose, approved by the board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to the mission and purpose.

III. Governance

The Dearborn YMCA has an active governing body, the board, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations and policies of the Dearborn YMCA. The board

- Ensures that its 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 Dearborn YMCA 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
- Has a statement of personal committee that provides attestation to the commitment to Dearborn YMCA goals and values
- Is responsible for the hiring, firing and regular review of the performance of its Chief Executive, and ensure that the compensation of the Chief Executive, the Chief Financial Officer and other senior management positions as the board deems appropriate is reasonable
- Ensures that the Chief Executive and appropriate staff provide the board with timely and comprehensive information so that the board can effectively carry out its duties
- Ensures that the Dearborn YMCA conducts all transactions and dealing with integrity and honesty
- Ensures that the Dearborn YMCA promotes working relationships with board members, staff, volunteers 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, staff and volunteers positions
- Ensures that policies of the Dearborn YMCA are in writing, clearly articulate and officially adopted
- Is responsible for engaging independent auditors to perform an annual audit of the Dearborn YMCA financial statements and has an audit committee that is

responsible for overseeing the reliability of financial reporting (usually the responsibility of the finance committee), including the effectiveness of internal control over financial reporting, reviewing and discussing the annual audited financial statements to determine whether they are complete and consistent with operational and other information known to the committee members, understanding significant risk and exposures and management's response to minimize the risk and understanding the audit scope and approving audit and non-audit services

- Ensures that the resources of the Dearborn YMCA are responsibly and prudently managed
- Ensures that the Dearborn YMCA has the capacity to carry out its programs effectively

IV. Responsible Stewardship

The Dearborn YMCA manages its funds responsibly and prudently. This should include the following considerations:

- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff and other expenditures critical to professional management
- Compensates staff and any others who may receive compensation, reasonably and appropriately
- Knows that solicitation of funds has reasonable fundraising cost, recognizing the variety of factors that affect fundraising costs
- Does not accumulate operation funds excessively
- Draws prudently from endowment funds consistent with donor intent and to support public purpose of the Dearborn YMCA
- Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the Dearborn YMCA
- Ensures that all financial reports are factually accurate and complete in all material respects

V. Openness and Disclosure

The Dearborn YMCA 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 Dearborn YMCA will fully and honestly reflect the policies and practices of the organization. Basic informational data about the Dearborn YMCA, such as the Form 990, will be posted online or otherwise made available to the public. All solicitation materials accurately represent the Dearborn YMCA's policies and practices and will reflect the dignity of programs beneficiaries. All financial, organizational and program reports will be complete and accurate in all material respects.

VI. Legal Compliance

The Dearborn YMCA is knowledgeable of, and complies with, laws and regulations.

VII. Programs Evaluation

The Dearborn YMCA regularly review 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 actives and the field. The Dearborn YMCA is responsive to changes in its filed of activity and is responsive to the needs of its constituencies.

VIII. Inclusiveness and Diversity

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

IX. Fundraising

The Dearborn YMCA solicitation of funds from the public or from donor institutions uses material that is truthful about the organization. The Dearborn YMCA respects the privacy concerns of individual donors and expends funds consistent with donor intent. The Dearborn YMCA discloses important and relevant information to potential donors.

In raising funds for the public, the Dearborn YMCA will respect the rights of donor, as follows:

Donors will be informed of mission of the Dearborn YMCA, the way the resources will be used, and their capacity to use donations effectively for their intended purpose. Further, they will

- Be informed of the identity of those serving on the Dearborn YMCA's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities
- Have access to the Dearborn YMCA's most recent financial reports
- Be assured their gifts will be used for purposed for which they are given
- Receive appropriate acknowledgment and recognition
- Be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law
- Be approached in a professional manner
- Be informed whether those seeking donations are volunteers, employees of the Dearborn YMCA, or hired solicitors
- Have the opportunity for their names to be deleted from mailing lists that the Dearborn YMCA may intend to share

- Be encouraged to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Reporting Responsibility

It is the responsibility of all directors, officers and employees to comply with the code of ethical conduct and to report violations or suspected violations to compliance officer (Finance Committee Chair/Chief Executive Officer) in accordance with the whistleblower policy. The compliance office will notify the sender and acknowledge receipt of the reposted violation or suspected violation within five business days, unless the submission of the violation is anonymous. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Signature _____ Date _____

Name (please print) _____