



## **The Alfred Olango Foundation (TAOF) Code of Ethics<sup>1</sup>**

### **I. Personal and Professional Integrity**

- a. All staff, board members and volunteers of TAOF act with honesty, integrity, and openness in all their dealings as representatives of TAOF.
- b. TAOF promotes a working environment that values respect, fairness, and integrity.

### **II. Mission**

- a. The current TAOF Strategic Synopsis document and mission statement can be found with official TAOF documents at: <https://drive.google.com/drive/folders/1krbj87Op8IWsuwrH38aT-q5JwzPTiCgX?usp=sharing>
- b. All of TAOF's programs support that mission and all who work for or on behalf of TAOF understand and are loyal to that mission and purpose.
- c. The mission is responsive to the constituency and communities served by TAOF and benefits the society at large.

### **III. Governance**

- a. TAOF's Board of Directors ("Board") is responsible for setting the mission and strategic direction of TAOF and oversight of the finances, operations, and policies of TAOF.
- b. The Board and individual directors and officers shall act in accordance with the Board Governance policy, the Conflict of Interest policy and any other policies adopted by the Board related to the appropriate conduct of directors and officers.
- c. Among its duties, the governing body:
  - i. Ensures that its board members have the skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of TAOF and its public purpose;
  - ii. 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;
  - iii. Is responsible for the hiring, firing, and regular review of the performance of the executive director, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
  - iv. Ensures that the executive director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
  - v. Ensures that TAOF conducts all transactions and dealings with integrity and honesty;
  - vi. Ensures that TAOF promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness, and openness;
  - vii. Ensures that TAOF is fair and inclusive in its hiring and promotion policies and practices for all board, staff, and volunteer positions;

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<sup>1</sup> This Code of Ethics is based upon the model Code of Ethics recommended for public charities and foundations by Independent Sector.

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- viii. Ensures that board policies of TAOF are in writing, clearly articulated and officially adopted;
- ix. Ensures that the resources of TAOF are responsibly and prudently managed; and,
- x. Ensures that TAOF has the capacity to carry out its programs effectively.

### **IV. Legal Compliance**

- a. TAOF is knowledgeable of and complies with all applicable laws, regulations, and professional standards.

### **V. Responsible Stewardship**

- a. TAOF manages its funds responsibly and prudently. This includes the following considerations:
  - i. It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
  - ii. It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
  - iii. TAOF compensates staff, and any others who may receive compensation, reasonably and appropriately;
  - iv. To the extent TAOF has endowments or grants, it prudently draws from endowment or grant funds consistent with donor/grantor intent, legal guidelines and to support the public purpose of TAOF;
  - v. TAOF ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of TAOF; and,
  - vi. All financial reports are factually accurate and complete in all material respects.

### **VI. Transparency and Disclosure**

- a. TAOF provides appropriate and timely information to the public and all stakeholders, and is responsive to reasonable requests for information.
- b. All information about TAOF will fully and honestly reflect the policies and practices of TAOF.
- c. Basic information data about TAOF, such as the annual Form 990 and any audited financial statements, will be posted on TAOF's website or will be made otherwise available to the public in accordance with a board policy on transparency and public reporting.
- d. All solicitation materials accurately represent TAOF's policies and practices and will reflect the dignity of program beneficiaries.
- e. All financial, organizational, and program reports will be complete and accurate in all material respects.

### **VII. Program Evaluation**

- a. TAOF regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs.
- b. TAOF is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. TAOF is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

### **VIII. Inclusiveness and Diversity**

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- a. TAOF promotes inclusiveness and diversity. TAOF takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment, and constituencies served.

### **IX. Fundraising**

- a. To the extent that TAOF raises funds from the public or from donor institutions, TAOF is truthful in its solicitation materials and will disclose important and relevant information to potential donors.
- b. TAOF will respect the privacy concerns of individual donors and expend funds consistent with donor intent.
- c. To the extent it raises funds from the public, TAOF will respect the rights of donors, as follows:
  - i. To be informed of the mission of TAOF, the way the resources will be used and TAOF's capacity to use donations effectively for the intended purposes;
  - ii. To be informed of the identity of those serving on TAOF's board and to expect the Board to exercise prudent judgment in its stewardship responsibilities;
  - iii. To have access to TAOF's most recent board approved program and financial reports;
  - iv. To be assured their gifts will be used for the purposes for which they were given;
  - v. To receive appropriate acknowledgement and recognition;
  - vi. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
  - vii. To expect that all relationships with individuals representing TAOF will be professional in nature;
  - viii. To be informed whether those seeking donations are volunteers, employees of TAOF's or hired solicitors;
  - ix. To have the opportunity for their names to be deleted from mailing lists; and,
  - x. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers<sup>2</sup>.

Adopted by the Board on 06/09/2019

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<sup>2</sup> These ten points are adapted from A Donor Bill of Rights, developed by the American Association of Fund Raising Counsel, the Association for Healthcare Philanthropy, the Council for the Advancement and Support of Education, and the Association of Fundraising Professionals, and endorsed by INDEPENDENT SECTOR.