



**COMMUNITY  
FOUNDATION**  
*of Northern Nevada*

## **COMMUNITY FOUNDATION OF NORTHERN NEVADA CODE OF ETHICS AND BUSINESS CONDUCT POLICY**

### **I. Purpose**

The Community Foundation of Northern Nevada (“Community Foundation”) is committed to the highest standards of ethical conduct and integrity in all its activities. This Code of Ethics and Business Conduct Policy (“Code”) outlines the principles and standards that guide our board members, officers, employees, volunteers, and affiliates in their professional conduct.

The purpose of this Code is to:

- Promote honest and ethical conduct.
- Ensure compliance with applicable laws and regulations.
- Foster a culture of integrity, accountability, and transparency.
- Protect the Community Foundation’s reputation and resources.

### **II. Scope**

This Code applies to all members of the Board of Trustees, officers, employees, volunteers, and affiliates of the Community Foundation (collectively, “Members”).

### **III. Core Values**

Our core values include:

- We are committed to valuable service to our community. We foster innovation, collaboration, and imagination.
- We are an engaged community leader and ally. We seek to develop and influence philanthropic and community leaders.
- We are responsible stewards of the resources entrusted to us. We operate with integrity, transparency, and credibility.
- We value inclusiveness, diversity, and equity. Our organization is characterized by a generous and caring spirit.

- We are a results-oriented organization committed to excellence.

The Community Foundation is dedicated to benefiting the citizens and communities throughout the state of Nevada, and beyond, per requests from our donors.

#### IV. Business Conduct Guidelines

- **Integrity:** All board members, officers, employees, and volunteers of the Community Foundation shall act with honesty, integrity, and openness in all their dealings as representatives of the Community Foundation. The Community Foundation shall maintain a working environment that values integrity, fairness, and respect.
- **Our mission:** Our mission is to strengthen our community through philanthropy and leadership by connecting people who care with causes that matter.
- **Law:** The Community Foundation and its Members shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law, however, is the minimum standard of expected behavior. All resolutions and other legal actions by the Board of Trustees shall satisfy two requirements: (a) they shall be legally permissible, and (b) they shall also reflect the highest ethical standards as codified within this Code of Ethics document.
- **Ethical Standards**
  - **Conflict of interest:** Members must avoid conflicts of interest and disclose and potential or actual conflicts to the appropriate authority within the Community Foundation.
  - **Confidentiality:** Members must protect the confidentiality of non-public information related to the Community Foundation, its donors, beneficiaries, and other stakeholders.
  - **Fair dealing:** Members must deal fairly with the Community Foundation's stakeholders, including donors, beneficiaries, partners, and colleagues.
  - **Use of Community Foundation resources:** Members must use Community Foundation resources responsibly and for their intended purposes.

- **Gifts and hospitality:** Members must not accept or offer gifts, hospitality, or other benefits that could influence, or appear to influence, their objectivity and decision-making.
  - **Reporting and whistleblowing:** Members must report any suspected violations of this Code or illegal activities. The Community Foundation prohibits retaliation against individuals who report concerns in good faith.
- **Professional Conduct**
    - **Respectful workplace:** Members must contribute to a respectful, inclusive, and harassment-free work environment.
    - **Financial integrity:** Members must ensure the accuracy and completeness of all financial records and reports.
    - **Ethical fundraising:** Members must adhere to ethical fundraising practices and respect donor intent.
    - **Non-discrimination:** Members must not engage in any form of discrimination based on race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected characteristic.
  - **Diversity:** The Community Foundation shall promote diversity and inclusiveness in its Board of Trustees, Advisory Board, management team, staff, and volunteers.
  - **Evaluation:** The Community Foundation is committed to continuously improve its programs and its organizational quality. The Community Foundation shall periodically review its programs and incorporate lessons learned. The Community Foundation shall be responsive to new developments that may impact its programs and shall be responsive to the interests of its constituents.
  - **Fundraising:** The Community Foundation shall comply with the charitable organization requirements of the State of Nevada. The Community Foundation shall respect the privacy concerns of individual donors and shall follow the donor intent in making disbursements. The Community Foundation shall disclose important and relevant information to potential donors. In raising funds from the public, the Community Foundation shall:
    - Inform donors of the mission of the Community Foundation and how their financial support will be used as part of its mission;

- Inform donors of the identity of those serving on the Community Foundation's Board of Trustees;
  - Disclose the Community Foundation's most recent financial reports;
  - Represent that contributions will be used for the purposes for which they were given;
  - Provide appropriate acknowledgment and recognition of contributions;
  - Treat information about donations with respect and with confidentiality to the extent requested and/or provided by law; and
  - Encourage donors to ask questions when making a donation and provide prompt, truthful, and forthright answers.
- **Transparency**
    - The Community Foundation shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about the Community Foundation shall fully and honestly reflect its policies and practices. All financial and program reports shall be complete and accurate in all material respects. The following governance documents shall be posted on the Community Foundation's website ([www.nevadafund.org](http://www.nevadafund.org)):
      - Articles of Incorporation;
      - Bylaws;
      - Conflict of Interest Policy;
      - Code of Ethics;
      - Statement of Investment Policy;
      - Spending Policy;
      - Gift Acceptance Policy;
      - Whistleblower Policy; and
      - Audited/reviewed financial statements (as required) and IRS Form 990 for the most recent three years.

- The website shall invite comments by readers regarding any governance document, and the readers shall be expressly encouraged to download any documents that may be useful to them.
- **Complaints:** Any person, whether or not connected with the Community Foundation, may lodge a complaint of unethical conduct against a member of the Board of Trustees, officer, employee, or volunteer of the Community Foundation by filing a written complaint with any Trustee or officer.
- **Remedies:** Violations of this Code by any Member may result in disciplinary action, including termination of employment or volunteer status, and legal action where appropriate.