

## **READY READERS CODE OF ETHICS AND PROFESSIONAL CONDUCT**

### **I. SCOPE.**

Ready Readers (the “**Corporation**”) has adopted this Code of Ethics and Professional Conduct (the “Code”), which applies to all directors, volunteers, and employees of the Corporation (collectively, the “Covered Persons”).

### **II. PURPOSE.**

The Corporation has a clearly stated mission and purpose, approved by the Corporation’s Board of Directors (“Board of Directors”), in pursuit of the public good. All of the Corporation’s programs support that mission and all who work for or on behalf of the Corporation understand and are loyal to that mission and purpose. The Corporation is proud of the values with which it conducts business. It has and will continue to uphold the highest levels of ethics and personal integrity in all of its actions and relationships. The Corporation promotes a working environment that values respect, fairness, and integrity. All volunteers, directors, and employees of the Corporation are to act with honesty, integrity and openness in all their dealings as representatives of the Corporation. In furtherance of these values, and to ensure that the Corporation, and each of its Covered Persons, conducts all Corporation transactions and dealings with integrity and honesty, each Covered Person will annually review and acknowledge (by signing) the Code, which acknowledgement will be kept on file in the Corporation’s records.

The Code cannot, nor is it intended to, cover all activities or resolve all ethical or legal questions engaged in or encountered by Covered Persons. The Code will be updated and revised from time to time as appropriate to provide guidance and current information to Covered Persons. If you are not sure whether your actions comply with the Code, or if you are aware of a suspected or known Code violation, you should consult with your supervisor, volunteer coordinator, the Chair of the Finance Committee, or the President of the Board of Directors, as described below.

### **III. ETHICAL CONDUCT.**

Each Covered Person will always do the following in connection with the performance of his or her duties for the Corporation:

1. Recognize that the chief function of the Corporation at all times is to further its charitable mission, as set forth in its mission statement.
2. Respect the structure and responsibilities of the Board of Directors; provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Board of Directors.
3. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
4. Exercise whatever discretionary authority they have under the law to carry out the Corporation’s mission.

5. Serve with respect, concern, courtesy, and responsiveness in carrying out the Corporation's mission.
6. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in their activities.
7. Avoid any interest or activity that is in conflict with the conduct of his or her official duties.
8. Respect and maintain the confidentiality of confidential information entrusted to the Corporation and its Covered Persons. Confidential information includes all non-public information that might be harmful to the Corporation or its customers if disclosed. The obligation to preserve confidential information continues even after employment or volunteer service ends.
9. Strive for personal and professional excellence and encourage the professional development of others.
10. Use his or her best efforts to perform the Covered Person's duties to the highest possible standards.

No Covered Person will do any of the following in connection with the performance of his or her duties for the Corporation:

1. Deceive, defraud, or mislead the Corporation's Board of Directors, staff members, managers, supervisors, or other associates, or those with whom the Corporation has business or other relationships.
2. Misrepresent the Corporation in any negotiations, dealings, contracts, or agreements.
3. Obtain a personal advantage or benefit due to relationships established by any Corporation staff member or member of the Board of Directors by use of the Corporation's name.
4. Accept individual gifts of any kind with value in excess of \$25 in connection with the Covered Person's relationship with the Corporation or its clients or supported businesses, other than in-kind gifts or contributions made to the Corporation and/or its entire Board of Directors. Any individual gifts received in excess of \$25 are to be reported to the Corporation's Executive Director, Volunteer Coordinator, or the President of the Board of Directors if received by a director, who will report gifts received during the calendar year to the Finance Committee.
5. Engage in unethical business practices of any type.
6. Use the Corporation's property, financial resources, or services of the Corporation's personnel for personal benefit.
7. Knowingly violate any applicable law or ordinance.

**IV. REPORTING RESPONSIBILITY.**

It is the responsibility of all Covered Persons to comply with this Code of Ethics and Professional Conduct and to report violations or suspected violations to the reporting person's supervisor, the volunteer coordinator, the Executive Director, or the President of the Board of Directors, in accordance with the Corporation's Ethics and Whistleblower Policy. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Adopted as of the \_\_\_\_\_ day of \_\_\_\_\_, 200\_

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Steven Stout, Chair of the Board/President

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Susan Goldberg, Secretary

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