



People who Care. Causes that Matter.

Statement of Values and Code of Ethics

Statement of Values

- Commitment to the public good;
- Accountability to the public;
- Commitment beyond the law;
- 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 Northwest CT Community Foundation, Inc. (NCCF), shall act with honesty, integrity and openness in all their dealings as representatives of NCCF. NCCF promotes a working environment that values respect, fairness and integrity.

II. Mission

NCCF has a clearly stated mission and purpose, approved by the Board of Directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of NCCF understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by NCCF and of value to the society at large.

III. Governance

NCCF has an active governing body that is responsible for setting the mission and strategic direction of NCCF and oversight of the finances, operations, and policies of NCCF.

The governing body:

- ensures that its board members/trustees 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 NCCF 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;
- is responsible for the hiring, firing, and regular review of the performance of the chief executive officer (CEO), and ensures that the compensation of the chief executive officer is reasonable and appropriate;
- ensures that the CEO and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- ensures that NCCF conducts all transactions and dealings with integrity and honesty;
- ensures that the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- ensures that NCCF is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- ensures that NCCF policies are in writing, clearly articulated and officially adopted;
- ensures that the resources of NCCF are responsibly and prudently managed; and,
- ensures that NCCF has the capacity to carry out its programs effectively.

IV. Legal Compliance

NCCF is knowledgeable of, and complies with all laws and regulations.

V. Responsible Stewardship

NCCF manages its funds responsibly and prudently, including:

- spending a reasonable percentage of its annual budget on programs in pursuance of its mission;

- spending an adequate amount on administrative expenses to ensure effective accounting systems, internal controls and competent staff, including expenditures critical to professional management;
- compensating staff, and any others who may receive compensation, reasonably and appropriately;
- prudently drawing from endowment funds consistent with donor intent and to support the public purpose of the organization;
- ensuring that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- ensuring that all financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

NCCF 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 NCCF will fully and honestly reflect the policies and practices of the organization. Basic informational data about NCCF, such as the Form 990 (and 990-T if applicable), reviews and compilations, and audited financial statements will be posted on NCCF's website or otherwise made available to the public. All solicitation materials accurately represent NCCF's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

VII. Program Evaluation

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

VIII. Inclusiveness and Diversity

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

IX. Fundraising

As an organization that raises funds from the public or from donor institutions NCCF pledges to be truthful in its solicitation materials. It respects the privacy concerns of individual donors and expends funds consistent with donor intent. It discloses important and relevant information to potential donors.

In raising funds from the public, NCCF will respect the rights of donors, as follows:

- to be informed of the mission of NCCF, 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 NCCF's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- to have access to NCCF'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 NCCF or hired solicitors;
- to have the opportunity for their names to be deleted from mailing list (NCCF does not share its mailing lists);
- to feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

X. Grantmaker Guidelines

NCCF, as a grant-maker, has particular responsibilities in carrying out its mission. These include the following:

- NCCF will have constructive relations with grantseekers based on mutual respect and shared goals;
- NCCF will communicate clearly and on a timely basis with potential grantees;
- NCCF will treat grantseekers and grantees fairly and with respect;
- NCCF will respect the expertise of grantseekers in their fields of knowledge;
- NCCF will seek to understand and respect the organizational capacity and needs of grantseeking organizations; and,

- NCCF will respect the integrity of the mission of grantseeking organizations.

Approved by:

The Northwest Connecticut Community Foundation Board of Directors
at a duly authorized board meeting held on February 28th, 2006.

5/06/025

original signed by President Guy Rovezzi