

Code of Ethics- Conflict of Interest Policy for John A. Logan College Foundation Administrative Staff, Board Members, and Volunteers

Goal: To establish a set of principles and practices of the John A. Logan College Foundation's Administrative Staff, Board of Directors and Volunteers that will set parameters and provide guidance and direction for board, volunteer, and administrative staff conduct and decision-making.

Conflict of Interest Policy: Where a member may be associated in any way to any individual firm or organization with which the Foundation may do or may consider doing business, that relationship shall be disclosed by the member to the Board or to the Executive Committee, as appropriate. Where his/her business or other relationship may be involved in a financial transaction, the transaction shall be made as a result of competitive bidding or other objective measure in the best interest of the Foundation. The member concerned may properly participate in such discussions, may be counted in the quorum, but shall not vote in the final decision.

Code of Ethics: Members of the Board of Directors, Administrative Staff, and affiliated volunteers of the John A. Logan College Foundation are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities. Board members, administrative staff and volunteers pledge to accept this *code of ethics-conflict of interest policy* as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of the John A. Logan College Foundation.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all John A. Logan College Foundation activities.
7. Strive to uphold those practices and assist other John A. Logan College Foundation members of the board, administrative staff and volunteers in upholding the highest standards of conduct.

Personal Gain

8. Exercise the powers invested for the good of the John A. Logan College Foundation rather than for his or her personal benefit, the benefit of friend or relatives, or that of other nonprofits they represent.

Equal Opportunity

9. Ensure the right of eligible John A. Logan College students to available and appropriate scholarship and financial aid assistance without discrimination on the basis of geography, political, religious, or socio-economical characteristics of the state or region represented.
10. Ensure the right of eligible John A. Logan College students to available and appropriate scholarship and financial aid without discrimination on the basis of the Foundation's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

11. Respect the confidentiality of sensitive information known due to Board service, volunteer activities, or to experience in administration.

Collaboration and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by John A. Logan College Foundation's board and committees, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among Foundation board members, administrative staff, volunteers, donors and other constituents.

Approved: John A. Logan College Foundation: _____