

Policies and Procedures : Ethics Statement

This page last changed on May 05, 2007 by vaden@absoluteontheweb.com.

Preamble

As a matter of fundamental principle, any nonprofit and philanthropic institution should adhere to the highest ethical standards because it is the right thing to do. As a matter of pragmatic self-interest, the institution should do so because constituency trust in its performance is the bedrock of its legitimacy as institution. Donors and volunteers support these institutions because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct.

Nonprofit and philanthropic institutions must earn this trust every day and in every possible way. But institutions are composed of people, and it is up to the people (governing board members, management, staff, and volunteers) to demonstrate their ongoing commitment to core values of integrity, honesty, openness, and responsibility.

Adherence to the law is the minimum standard of expected behavior. The Absolute Leadership Development Inc. administration must do more, however, than simply obey the law. It must ensure that what is done is consistent with the organization's expectations. Transparency, openness and responsiveness to the organization's concerns must be integral to its behavior.

1. Personal and Professional Integrity

All board members, administrative management, and staff will act with honesty, integrity and openness in all their dealings as representatives of Absolute Leadership Development Inc. Each member of the board, management, and staff are expected to comply with all applicable provisions of this Ethics Policy.

2. Governance

The administrative management and staff will:

1. Provide the board with accurate, timely, comprehensive and sufficiently detailed information so that the board can effectively carry out its responsibilities, to include budget proposals, expense reports, program evaluations, as well as stewardship versus plans and budget.
2. Ensure that all financial transactions are properly documented with documents retained in accordance with the Document Retention Policy.
3. Ensure that operating policies and procedures (including approval of expenditures and disbursements) are in writing, clearly articulated and officially adopted.
4. Ensure that full and complete cooperation is given to internal and external auditors.
5. Ensure that violations of this Ethics Policy are brought to the attention of management and, where appropriate, to the Board of Directors.

3. Legal and Regulatory Compliance

The administrative management and staff are to be knowledgeable of and comply with all applicable laws and regulations. Any violations are to be immediately brought to the

attention of management, reported to the Board, Auditing Committee and appropriately recorded in the quarterly report to the board.

4. Responsible Stewardship

The administrative organization and departments are to manage their funds responsibly and prudently. This should include the following considerations:

1. The administration budgets and expends funds to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to proper management.
2. The administration prudently draws from endowment funds consistent with donor intent and in accordance with the budget and finance plans as approved by the board.
3. The administration ensures that special collection funds are sequestered for disbursement in accordance with donor intent.
4. The administration ensures that all spending practices and policies (for both the central administration and the various organizational departments) are documented and consistent with the officially adopted budget of Absolute.
5. The administration ensures that all financial reports are sufficiently detailed, factually accurate and complete in all material respects.
6. The administration regularly reviews the effectiveness of the various programs of the organization and reports the results of those reviews together with recommendations to the board. This is facilitated through regular weekly, monthly and quarterly reports depending on the particular position and specific department.

5. Openness and Disclosure

The administration provides accurate, comprehensive and timely information to the Absolute constituency. Basic operations and financial data, including but not limited to department activities, results of special campaign collections and disbursements, approved budgets, program reviews, revenue/expense stewardship versus budget, and audited financial statements will be posted on the corporate website. All financial, organizational, and program reports will be complete and accurate in all material respects.

6. Fundraising

The administration is truthful in their solicitation/ special collection materials. The administration respects the privacy concerns of individual donors and expends funds consistent with donor intent. The administration discloses important and relevant information to potential donors. The donors shall be assured their gifts will be used for the purposes for which they were given and that information about their donations is handled with respect and with confidentiality to the extent provided by law.

7. Exceptions and Amendments

No individual in the Board of Directors or administrative management, no matter at what level, has authority to dispense with or grant any exception regarding any of these policy requirements. Any desired exception is required to be brought to the entire Board of Directors for endorsement by two-thirds majority as well as meet a two-thirds approval from the management staff.

This Policy shall be reviewed by the Board every three years. Any amendment to the Policy requires endorsement by a two-thirds majority of the Board.