

BAY AREA OLDER ADULTS, INC.

CODE OF ETHICS

Statement of Values: Bay Area Older Adults, Inc.'s (hereinafter BAO) was founded on an essential set of core values that inform and guide the actions that BAO takes in developing our policies and informing our practices. Among these are:

- 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.

These core values lead directly to the Code of Ethics for BAO that follows.

Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers of BAO act with honesty, integrity and openness in all their dealings as representatives of BAO. BAO promotes a working environment that values respect, fairness and integrity.

II. Mission

BAO 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 BAO understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by BAO and of value to the society at large.

III. Governance

BAO has an active Board of Directors that is responsible for setting the mission and strategic direction of BAO and oversight of the finances, operations, and policies of BAO. The Board of Directors:

- Ensures that its members 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 BAO 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; and
- Is responsible for the hiring, firing, and regular review of the performance of the chief executive officer, 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 BAO conducts all transactions and dealings with integrity and honesty;
- Ensures that BAO promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that BAO is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that policies of BAO are in writing, clearly articulated and officially adopted;
- Ensures that the resources of BAO are responsibly and prudently managed; and,
- Ensures that BAO has the capacity to carry out its programs effectively.

IV. Legal Compliance

BAO is knowledgeable of and complies with all laws and regulations.

V. Responsible Stewardship

BAO manages its funds responsibly and prudently. This should include the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- BAO compensates staff, and any others who may receive compensation, reasonably and appropriately;
- BAO does solicit funds and has reasonable fundraising costs affected by a variety of factors;
- BAO does not accumulate operating funds excessively;
- BAO shall prudently draw from any endowment funds consistent with donor intent and to support the public purpose of the organization;
- All BAO spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

VI. Transparency

The Form 990 will be made available to the public through a link from BAO's website to BAO's listing on the Foundation Center's website (<http://990finder.foundationcenter.org>).

VII. Program Evaluation

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

VIII. Inclusiveness and Diversity

BAO takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served. We recognize that supporting diversity and inclusion is not only the right thing to do, it is also good for business and supports our growth strategy. The fact is that BAO's policy of promoting inclusiveness and diversity in its staff, board and volunteers enriches its programmatic effectiveness. A diverse workforce and an inclusive culture boost engagement and allow for a deeper understanding of society, leading to stronger decision-making. Equality, inclusion and diversity are grounded in BAO's culture, values and code of ethics and are a key driver for our growth model and our way of doing business.

In keeping with our ethical vision, we work to enhance the value of each person, by respecting physical, cultural and moral integrity and the right to interact and associate with others. We seek to pay attention to all the needs in people's lives, given that human life inspires all BAO's activities. We support and respect human rights, offering equal opportunities for the development of people and protecting their privacy.

IX. Fundraising

BAO raises funds from the public and from donor institutions. BAO is truthful in their solicitation materials. BAO respects the privacy concerns of individual donors and expends funds consistent with donor intent. BAO discloses important and relevant information to potential donors.

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

- To be informed of the mission of the organization, 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 the organization's Board of Directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the organization'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, if desired;
- To be assured that information about their donations and their identity 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 the organizations or hired solicitors;
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.