**CODE OF ETHICS**

CILCP has adopted the Standards for Excellence Code of Ethics. The Code of Ethics is included in the Board Manual and in the Employee Handbook. Below is the sample from the Employee Handbook. The only difference in the Board Manual is that “employees” has been replaced with “Board or employees”.

An organization’s reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, CILCP employees must never use their positions with the organization, or any of its consumers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The CILCP adheres to the highest legal and ethical standards applicable in our business. The CILCP’s business is conducted in the strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

CILCP is an accredited Standards for Excellence organization through the PA Association of Nonprofit Organizations (PANO). As a Standards for Excellence organization CILCP has adopted the following Guiding Principles of the Standards of Excellence code.

**MISSION, STRATEGY AND EVALUATION**

Guiding Principle: Non-profits are founded for the public good and operate to accomplish a state purpose through specific program activities. A nonprofit should have a well-defined mission, and its programs would effectively and efficiently work toward achieving that mission. Non-profits have an obligation to ensure program effectiveness and to devote the resources of the organization to achieving its state purpose.

**LEADERSHIP: BOARD, STAFF AND VOLUNTEERS**

Guiding Principle: Non-profits depend upon effective leadership to successfully enact their missions and programs. Effective leadership consists of a partnership between the board and management, each of which plays an essential role. Understanding and negotiating these shared and complex elements of leadership are essential to the organization’s success. A nonprofit’s employees and volunteers are fundamental to its ability to achieve its mission. Board members are in a position of trust to ensure that resources are used to carry out the mission of the organization. An organization’s board leadership should consist of volunteers who are committed to the mission and who demonstrate an understanding of the community served. An effective nonprofit board should determine the mission of the organization, establish management policies and procedures, assure that adequate human and financial resources are available, and actively monitor the organization’s allocation of resources to effectively and efficiently fulfill its mission. For membership organizations, board members are directly responsible to the members. Non-profits should also have executive leadership which carries out the day-to-day operations of the organization, ensures financial and organizational sustainability, and provides adequate information to the board of directors. An organization’s human resource policies should address both paid employees and volunteers and should be fair, establish clear expectations, and provide meaningful and effective performance evaluation.

**LEGAL COMPLIANCE AND ETHICS**

Guiding Principle: Non-profits enjoy the public’s trust, and therefore must comply with a diverse array of legal and regulatory requirements. Organizations should conduct periodic reviews to address regulatory and fiduciary concerns. One of leadership’s fundamental responsibilities is to ensure that the organization governs and operates in an ethical and legal manner. Fostering exemplary conduct is one of the most effective means of developing internal and external trust as well as preventing misconduct. Moreover, to honor the trust that the public has given them, non-profits have an obligation to go beyond legal requirements and embrace the highest ethical practices. Nonprofit board, staff, and volunteers must act in the best interest of the organization, rather than in furtherance of personal interests or the interests of third parties. A nonprofit should have policies in place, and should routinely and systematically implement those policies, to prevent actual, potential, or perceived conflicts of interest. Ethics and compliance reinforce each other.

**FINANCE AND OPERATIONS**

Guiding principle: Non-profits should have sound financial and operational systems in place and should ensure that accurate records are kept. The organization’s financial and non-financial resources must be used in furtherance of tax-exempt purposes. Organizations should conduct periodic reviews to address accuracy and transparency of financial and operational reporting, and safeguards to protect the integrity of the reporting systems.

**RESOURCE DEVELOPMENT**

Guiding Principle: The responsibility for resource development is shared by the board and staff. Nonprofit organizations depend on an array of sources of financial support. An organization’s resource development program should be maintained on a foundation of truthfulness and responsible stewardship. Its resource development policies should be consistent with its mission, compatible with its organizational capacity, and respectful of the interests of donors, prospective donors, and others providing resources to the organization.

**PUBLIC AWARENESS, ENGAGEMENT AND ADVOCACY**

Guiding Principle: Non-profits should represent the interests of the people they serve through public education and public policy advocacy, as well as by encouraging board members, staff, volunteers, and stakeholders to participate in the public affairs of the community. When appropriate to advance the organization’s mission, non-profits should engage in promoting public participation in community affairs and elections. As such, they should communicate in an effective manner to educate, inform, and engage the public.