

# **GiGi's Playhouse, Inc.**

## **Code of Ethics**

GiGi's Playhouse (GGP) has a unique role as a community leader of empowering, supporting and educating those with Down syndrome, their families and the community. One of our most important assets is the trust of the community. As stewards of the community's trust and charitable contributions we must subject ourselves and our actions to the highest ethical standard at all times.

We believe the leadership role of our staff, board of directors and other volunteers is essential. Accordingly, this Code of Ethics establishes key guidelines to assist GGP staff, board members and other volunteers in making good decisions that are ethical and in accordance with acceptable legal requirements.

All GGP staff, board members and other volunteers shall review the Code of Ethics annually. Additionally, each board member shall annually sign a statement, which affirms they understand and agree to comply with the terms of the Code of Ethics.

### **SECTION I: PERSONAL AND PROFESSIONAL INTEGRITY**

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all GGP activities.
- Strive to meet the highest standards of performance, quality, service and achievement in working towards the GGP mission.

### **SECTION II: ACCOUNTABILITY**

- Promote good stewardship of GGP resources.
- Observe and comply with all laws and regulations affecting GGP.

### **SECTION III: SOLICITATIONS AND VOLUNTARY GIVING**

- Promote voluntary giving and refrain from any form of coercion in fundraising activities.

### **SECTION IV: DIVERSITY AND EQUAL OPPORTUNITY**

- Value, champion, and embrace diversity in all aspects of GGP activities and respect others without regard to race, color, religion, creed, age, gender, national origin or ancestry, marital status, sexual orientation, status as a qualified disabled or handicapped individual or other protected characteristic.

### **SECTION V: CONFLICT OF INTEREST**

- Not knowingly take any action, or make any statement, intended to influence GGP's conduct in such a way to confer any financial benefit to oneself, one's immediate family members or any organization in which the volunteer or his/her immediate family member is involved or has a financial interest, such as membership on an agency board that receives or is eligible to receive GGP funding or ownership in a business that could provide goods or services to GGP.
- Disclose all known conflicts or potential conflicts of interest in any matter before the board of directors, if a board member, or any committee upon which the volunteer serves and abstain from voting on any matter in which there is a real or perceived conflict.
- Each board member is required to disclose in writing, on an annual basis, any potential conflicts of interest with the operations of GGP (see separate Conflict of Interest Policy) and

notify the Board President in writing of any additional conflicts of interest that arise during the year.

**SECTION VI: PERSONAL GAIN**

- Will not use GGP resources for personal gain, nor solicit or accept personal gratuities, gifts or favors, other than promotional gifts of nominal value.

**SECTION VII: POLITICAL ACTIVITY**

GGP encourages volunteers to help educate elected officials about the relevant policy issues and/or advocate for a position on a policy issue. GGP may not endorse, rate, or rank, individuals seeking political office. GGP staff and volunteers should:

- Refrain from using GGP resources or making contributions to any candidate for public office or political committee on behalf of GGP or in such a manner that may create the appearance that the contribution is on behalf of GGP.
- Refrain from engaging in electoral activity in a manner that may create the appearance that such activity is by or on behalf of GGP.

**SECTION VIII: CONFIDENTIAL INFORMATION**

- Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of GGP duties.

**SECTION IX: DISCLOSURE**

Staff, board members and volunteers are obligated to disclose any violations or perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to the Board President. Any reported breaches will be investigated and appropriate action, if needed, will be taken. GGP encourages all staff and volunteers to be prompt, open and forthright in reporting perceived breaches of the Code of Ethics.

I, \_\_\_\_\_ (printed name) have read and understand GGP Code of Ethics. I agree that my actions have and will continue to be in compliance with the Code of Ethics.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Location

Revision Date: 2/19/15