

## **Feed By Grace Code of Ethics**

### **Policy**

It is the policy of Feed By Grace to provide our Code of Ethics, which will serve as a guide to proper conduct for all staff. We expect all staff to observe the highest standards of ethics and integrity in their conduct. This means following a basic code of ethical behavior that includes the following.

### **Build Trust and Credibility**

The success of our ministry is dependent on the trust and confidence we earn from our staff, clients, volunteers, and supporters. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct.

When considering any action, it is wise to ask: will this build trust and credibility for Feed By Grace? Will it help create a working environment in which Feed By Grace can succeed over the long term? Is the commitment I am making, one I can follow through with? The only way we will maximize trust and credibility is by answering “yes” to those questions and by working every day to build our trust and credibility.

### **Respect for the Individual**

We all deserve to work in an environment where we are treated with dignity and respect. Feed By Grace is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our ministry’s success.

Feed By Grace is an equal employment employer and is committed to providing a workplace that is free of discrimination of all types of abusive, offensive or harassing behavior. Any staff member who feels harassed or discriminated against should report the incident to his or her supervisor.

### **Create a Culture of Open and Honest Communication**

At Feed By Grace, everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Management has a responsibility to create an open and supportive environment where staff feel comfortable raising such questions. We all benefit when staff exercise their power to prevent mistakes or wrong doing by asking the right questions at the right times.

Feed By Grace will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, Feed By Grace will take appropriate action. We will not tolerate retaliation against staff who raise ethics concerns in good faith.

### **Set the Tone at the Top**

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any organization, ethical behavior does not just happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matter. To make our Code work, management must be responsible for promptly addressing ethical questions or concerns raised by staff and for taking the appropriate steps to deal with such issues. Management should not consider staff’s ethics concerns as threats or challenges to their authority, but rather

as another encouraged form of communication. We want the ethics dialogue to become a natural part of daily work.

### **Uphold the Law**

Our commitment to integrity begins with complying with laws, rules and regulations of the United States, the State of Texas, Tarrant County, and the city of Fort Worth. Further, each of us must have an understanding of Feed By Graces policies that apply to our particular roles. If we are unsure of whether a contemplated action is permitted by law or Company policy, we should seek the advice from a resource expert. We are responsible for preventing violations of law and policy and for speaking up if we see possible violations.

### **Avoid Conflict of Interest**

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where actions we take on behalf of Feed By Grace may conflict with our own personal or family interests because of the course of action that is best for us personally may not also be the best course for Feed By Grace. We owe a duty to Feed By Grace to advance its legitimate interests when the opportunity to do so arises. We must never use Feed By Grace property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with Feed By Grace.

Determining whether a conflict of interest exists is not always easy. Staff with a conflict of interest question should seek advice from management.

We will make certain that all disclosures made in financial reports are full, fair, accurate, timely, and understandable. This obligation applies to all staff, including executives and Board members, with any responsibility for the preparation for such reports, including drafting, reviewing, signing or certifying the information contained therein. No ministry mission of any kind is ever an excuse for misrepresenting facts or falsifying records.

### **Recordkeeping**

We create, retain, and dispose of ministry records as part of our normal course of work in compliance with all Feed By Grace policies, as well as all regulatory and legal requirements.

We will not disclose supporters' or volunteers' names and contact information to others without proper authorization.

All permanent organizational records must be true, accurate and complete, and data must be promptly and accurately entered in our books in accordance with Feed By Grace's and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any audit or independent review of Feed By Grace's books, records, processes, or internal controls.

### **Accountability**

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about Feed By Grace policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact management. We take seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

### **Use of Ministry Resources**

Resources, including time, material, equipment, and information, are provided for the ministry's use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause a disruption in the workplace. Staff and those who represent Feed By Grace are trusted to behave responsibly and use good judgment to conserve ministry resources.

Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of other outside activities. Solicitation by a staff member by another staff member is prohibited while either the person doing the solicitation or the person being solicited is on working time. Distribution of materials by staff in work areas or on working time is prohibited.

### **Compliance**

Compliance with these principles is an essential element in our success. Day-to-day responsibility is delegated to all staff.