

YMCA OF ORANGE COUNTY

POLICY STATEMENT ON PROFESSIONAL CONDUCT

As a responsible not-for-profit organization founded on Christian principles, it is our intent that the YMCA of Orange County (hereafter “The Association”) be committed to adhering to a code of conduct that supports a workplace that is free of illegal and unethical behavior. The Association defines unethical conduct as any behavior that is illegal or that violates Association policies and procedures including, but not limited to, financial fraud, misrepresentation of financial statements, theft of Association assets, and accepting gifts of more than nominal value from vendors used by the Association or who may reasonably seek to provide services or from anyone who could be perceived as having a special interest, without full and proper disclosure. Unethical conduct also includes pressuring any employee or vendor to perform any of these acts.

For the purposes of this policy, employees/staff are defined as anyone employed by the YMCA of Orange County. Volunteers are defined as all officers, policy and program leadership who provides oversight and governance to the YMCA of Orange County, but are not employed by the YMCA.

It is the responsibility of all employees and volunteers to uphold the ethical standards of the Association and be committed to the highest possible levels of openness and accountability. All staff will conduct their personal and professional affairs in a manner which will avoid any exploitation of, or embarrassment to, the Association. The Association encourages anyone with questions regarding the interpretation of these standards to discuss those questions with their supervisor or Human Resources department. Should any person know of, or have a suspicion about, illegal or unethical conduct within the Association’s operations, best efforts should be made to resolve the issue through the YMCA’s administrative process and/or supervisory management. If the issue is not resolved, that person should contact Ethicspoint. Ethicspoint is a third party organization that takes complaints on an anonymous and confidential basis. They can be contacted online through a link on the Y-Connect home page or through a telephone hotline 24 hours a day, 7 days per week at (800) 963-5548.

RULES:

- 1 Staff should avoid potential conflicts of interests in the performance of their duties that may divert them from the wholehearted devotion to the best interests of the YMCA.
- 2 At times staff may receive confidential or proprietary information concerning the Association’s administration, financial matters, programs and membership services, individual data, and Board matters. All such information may only be used for Association purposes and may not be distributed to third parties without proper authorization.
- 3 Staff should avoid any outside employment or volunteer role that may adversely affect the performance of their YMCA duties.

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- 4 No loans may be made by the Association to any employee or volunteer of the Association, excluding reimbursement of reasonable travel and business related expenses.
- 5 Each employee or volunteer is encouraged to report financial irregularities, and facility or working conditions or actions he or she reasonably believes to be unsafe or in violation of laws, regulations, or directives that apply to the YMCA's operations. Reports should be made to the immediate supervisor, COO, SVP of Human Resources, CFO, Audit Committee, or President, as appropriate. If preferred, a person can contact Ethicspoint to file a report and they will coordinate with the appropriate staff at the YMCA of Orange County.
- 6 All complaints should be made in good faith ("good faith" means the person filing the complaint has a reasonably held belief that the disclosure is true, has some factual basis to believe it is true, and is not making the complaint for personal gain or for any other ulterior motive). Filing known false, malicious reports will not be tolerated and anyone filing such reports will be subject to appropriate disciplinary action, up to and including discharge.
- 7 Staff charged with keeping organizational records should do so in a complete and truthful manner and no undisclosed or unrecorded funds or data may be established for any purpose. If an official investigation is underway or anticipated, no documents, records, or files may be destroyed.

All good faith complaints will be investigated and the persons making the complaints will receive follow up contacts if further details are needed. Prompt and appropriate corrective action will be taken as warranted in the judgment of the appropriate authority of the Association. Appropriate action may include disciplinary action against any person found to have engaged in unethical conduct as described above, up to and including discharge, and prosecution, if deemed necessary, against any person found to have engaged in unethical conduct as described above.

I hereby certify that I have read and understand the YMCA's Policy Statement on Professional Conduct and agree to comply with the policy and its procedures.