

JEWISH FEDERATION OF METROPOLITAN DETROIT
UNITED JEWISH FOUNDATION
CODE OF ETHICS POLICY

The Jewish Federation of Metropolitan Detroit and the United Jewish Foundation are committed to the highest standards of ethical behavior and integrity. Given the nature of our organizations, we must continuously strive to earn and maintain the trust, confidence, and respect of our donors, volunteers, and the general community. This Code is intended as a guide for our employees to ensure that they meet the organizations' expectations for the highest level of ethical conduct. It is a fundamental responsibility of each member of our organizations to act in an ethical manner.

The Code of Ethics Policy summarizes the values to which we are committed and embodies the responsibilities of philanthropic practices. The principles of this Code are expressed in broad statements to guide ethical behavior and to provide a framework for conduct, as follows:

- Avoid relationships or interests that might conflict, or appear to conflict, with the best interests of the Federation or Foundation.
- Protect the interests and privacy of donors, volunteers and employees.
- Protect the confidentiality of the Federation's and Foundation's sensitive and proprietary information in all forms.
- Seek to inspire trust in every transaction.
- Perform all professional responsibilities with the highest sense of integrity, honesty, and truthfulness.
- Promptly respond to all donor inquiries and employ best efforts to fairly resolve all complaints in a timely fashion.
- Ensure that contributions are used to support the activities for which they were donated.
- Ensure that all services, recognition, and other transactions promised, in consideration of a gift, are fulfilled on a timely basis.
- Decline donations that are not in harmony with the organizations' stated missions.
- Strive to ensure that all representations of fact and descriptions of financial condition are current, complete and accurate, without

material omissions or exaggerations of fact, which may tend to create a false impression or misunderstanding. Assure that all transactions are recorded in accordance with Generally Accepted Accounting Principles.

- Comply with all appropriate governmental and regulatory requirements. Adhere to all applicable laws and regulations, including charity solicitation and tax laws.
- Protect the assets of the Federation and Foundation. As a nonprofit, it is imperative that we demonstrate cost control and follow rigorous procurement standards.
- Gifts, services or anything else of value may only be accepted by employees in the ordinary course of business and only of *de minimus* value. Employees may not accept gifts that are intended or attempt to unfairly influence business decisions.
- Provide all employees, board members, volunteers, and donors a healthy, safe and positive environment, free from discrimination and harassment.

This Code is intended as a guide to expected behavior and does not address every possible situation. If you have any questions about the principles stated in this Code, their application, or any other situations, please discuss them with your supervisor or the Director of Human Resources. All members of our organizations are charged with upholding the principles of this Code and reporting violations. Violations of this Code are serious offenses that will result in disciplinary action, up to and including discharge. In addition, disciplinary action may also be taken against supervisors or others who withhold information or fail to report a violation of this Code of Ethics Policy.