**Code of Ethics\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Introduction**

Mishawaka Food Pantry is dedicated to the public good. Its board, staff, and volunteers embrace fairness, inclusiveness, diversity, innovation, and integrity and work to advance Mishawaka Food Pantry's mission and core values. Because of this dedication to public service as exemplified in its mission, Mishawaka Food Pantry is therefore committed to personal and professional integrity, public accountability, transparency in its operations, and good stewardship of its resources.

This code of ethics applies to Mishawaka Food Pantry’s board of directors, staff, and volunteers.

The board of directors is elected as specified in the governing documents. Staff members include those who are employed by the organization on a full-time, part-time, permanent, temporary, or contract basis. Volunteers include individuals completing Community Service, Township Work Fair, or any person that voluntarily comes into the Pantry to provide a service.

Mishawaka Food Pantry is actively committed to informing board, staff, and volunteers about the code of ethics and its application; evaluating the code regularly; and creating policies and procedures that reflect its values.

**Mission**

The Mishawaka Food Pantry’s mission, approved by the board of directors, is to connect those who are caring and compassionate with those who are most in need in our community in an atmosphere of partnership and mutual respect.

**Personal and Professional Integrity**

In their dealings as representatives of the organization, Mishawaka Food Pantry’s staff, board, and volunteers act professionally, with honesty, integrity, and openness. They treat each other and those the organization serves respectfully and fairly. Staff, board members, and volunteers are responsible for being aware of and complying with this policy and other Mishawaka Food Pantry policies that address their conduct.

**Governance**

Mishawaka Food Pantry and its representatives comply with the provisions and structure as set out in the organization's By-Laws.

**Conflict of Interest**

Mishawaka Food Pantry’s staff, board members, and volunteers act in the best interest of the

organization rather than in the promotion of personal interest or the interests of third parties, such as friends and family. Decisions about the organization and the use or disposition of its assets are made solely in terms of the benefits to the organization and are neither influenced, nor appear to be influenced, by any private profit, personal gain, or outside benefit for staff, board members, and volunteers, their friends and family members, or any organization or company with which they are affiliated. In all cases, Mishawaka Food Pantry may only enter into agreements with reputable organizations whose image, product, and services do not conflict with its mission or values.

**Legal Compliance**

Mishawaka Food Pantry’s board, staff, and volunteers comply with all applicable laws, statutes, and regulations.

**Financial Oversight and Fiscal Responsibility**

Mishawaka Food Pantry manages its funds responsibly and prudently by:

• drawing from its endowment funds consistent with donor intent and to support the endowment's public purpose;

• ensuring that all spending practices and policies are fair, reasonable, and appropriate to fulfill its mission;

• generating financial reports that are timely, accurate, complete, and accessible in all material

respects; and

• providing for independent consultation that deliver opinions as to the financial information,

controls, and any related tax information to the board.

**Openness and Disclosure**

Mishawaka Food Pantry provides comprehensive information about the organization and responds in a timely manner to reasonable requests for information. The following basic data about the organization's operations is available to the public: the Form 990, annual reports, audited financial statements, program reports, and policies.

**Program Evaluation**

Mishawaka Food Pantry’s directors and applicable officers will annually review its program to determine that they continue to align with the organization's mission and meet the needs of those to whom the organization has dedicated its service. Any proposed program or service will also be evaluated for its alignment with the organization's mission prior to its approval.

**Inclusiveness and Diversity**

To enhance its effectiveness, Mishawaka Food Pantry promotes inclusiveness, and its staff, board, and volunteers strive to ensure that the diversity of those it serves is reflected in its programs and committees. Mishawaka Food Pantry promotes diversity in its hiring, retention, promotion, and board recruitment efforts, as well as in its programming.

**Fundraising Practices**

Mishawaka Food Pantry is truthful in its fundraising solicitation materials. Donation information and details about donors are treated with confidentiality to the extent provided by the law. The organization expends funds consistent with donor intent and provides appropriate acknowledgement and recognition. Mishawaka Food Pantry discloses whether those seeking donations are board members, volunteers, employees, or hired solicitors.

**Awards**

When granting awards, Mishawaka Food Pantry:

• has procedures in place to ensure fairness and consistency;

• maintains constructive relations with applicants or nominees based on mutual respect and shared goals;

• communicates clearly and on a timely basis; and

• seeks to understand and respect the needs of those seeking grants and fellowships.

**Confidentiality**

Mishawaka Food Pantry’s staff, board, and volunteers may have access to confidential and privileged information about the organization's members, its clients, and other individuals served by the organization. Loyalty to the organization and respect for those it serves require that individuals with access to such information comply with privacy and confidentiality policies and treat all information responsibly and appropriately.

**Due Diligence**

When making decisions about contracts or agreements, Mishawaka Food Pantry’s staff and board members will gather sufficient information to avoid any conflicts of interest and to make informed decisions on behalf of the organization, ensuring that decisions do not result in any private profit or benefit for staff, board members, volunteers, their friends or family members, or their related organizations.

**Board of Directors**

Mishawaka Food Pantry has an active board of directors that sets the organization's mission, strategic direction, and policies, and has oversight of its finances and operations. The board ensures that;

(1) Its members and the staff act for the benefit of Mishawaka Food Pantry and its public purpose with integrity and honesty;

(2) Mishawaka Food Pantry’s resources are responsibly and wisely managed; and

(3) Mishawaka Food Pantry has the capacity to carry out its programs successfully.

The board also evaluates and determines the appropriate compensation for all employees and ensures that the Mishawaka Food Pantry is fair and inclusive in its employment policies.

**Staff**

All staff members are responsible for understanding the duties of their positions and executing those duties to the best of their abilities. The organization promotes a working environment that values respect, fairness, and integrity. Its human resource policies are fair, establish clear expectations, and provide for meaningful and effective performance evaluation. Open communication among staff is highly valued. To achieve high ethical standards, sustain the organization, and encourage its growth, the staff model professional conduct and provide leadership, clarity, and respect for individuals and for diverse points of view.

**Volunteers**

The organization's many volunteers are in direct contact with clients and customers and often are the face of the organization to their peers and the public. When acting on behalf of Mishawaka Food Pantry, volunteers understand their duties and execute them to the best of their abilities. They convey the mission and goals of the organization and, as its representatives, refrain from promoting their own institutions or businesses.

**Use of this Code of Ethics**

The Code of Ethics of Mishawaka Food Pantry is designed to be distributed, used, and updated on a regular basis. The Mishawaka Food Pantry’s board of directors will establish a schedule to regularly review the code and its distribution. Mishawaka Food Pantry’s staff will:

• incorporate the code into its staff handbook and board and committee orientation materials;

• review the code during new employee and volunteer orientations;

• post the code on Mishawaka Food Pantry’s public website; and

• distribute the code to all volunteers via the appropriate vehicles.

*Approved by the Mishawaka Food Pantry’s Board of Directors., February 5, 2013*