



It's deeper here.™

A Message from the Y of Central Maryland Association Board of Directors

As volunteers, employees, and supporters of the Y of Central Maryland (Y), we have a responsibility to uphold the highest ethical standards, both for ourselves and for the benefit of our communities. We believe these standards go beyond compliance with laws and regulations, calling us to fulfill higher obligations as stewards of the public trust.

This Code of Ethics is an important way for us to reaffirm our ethical commitments. It sets forth the principles and standards that guide our decisions and actions. This document recommends a combination of relevant existing policies with newly developed policies to create the Y's Code of Ethics.

Of course, no document can give us all the answers to our ethics questions. This Code is meant to help us further the discussion of ethics in our workplace. It also encourages us to seek guidance and clarification when we have questions about applying our principles and standards. The involvement of all our employees and volunteers is essential to upholding these principles and standards. Only by continuing to work together on these issues can we ensure that the Y fulfills its commitment to live by our core values (Caring, Honesty, Respect and Responsibility) and build a healthier and more engaged community.

CONTENTS

Code of Ethics

Personal and Professional Integrity Policy.....3

Accountability Policy.....4

Maintaining the Confidentiality of Sensitive Information.....5

Confidential Reporting of Financial Impropriety Policy.....6

Equal Opportunity.....7

Political Contributions Policy.....8

Solicitations and Voluntary Giving Policy.....9

Statement of Policy with Respect to Conflicts of Interest.....10

Guidance and Disclosure Policy.....11

Code of Ethics Certificate.....12

Y of Central Maryland Personal and Professional Integrity Policy

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards the Y's mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty and open communication are valued, and where the views of others are respected.
- Exhibit respect and fairness toward all those with whom we come into contact. Commit to challenging our members, staff and volunteers to accept and demonstrate our core values of Caring, Honesty, Respect and Responsibility.

Y of Central Maryland Accountability Policy

The Y is responsible to its stakeholders, which include members, donors, volunteers and others who have placed faith in the Y. To uphold this trust we:

- Promote good stewardship of Y resources, including donations, contracts, grants and other contributions.
- Practice fiscal responsibility in the creation and implementation of the Y's operating budget.
- Prohibit the use of Y resources for non-Y purposes.
- Do not accept personal gifts of any material value from vendors or those seeking to do business with the Y. The term "material value" will be defined, from time to time, by the Board Finance Committee. In any case, no gifts will be accepted that might, in any way, create an appearance that the receipt of such gift would influence the Y's decision-making related to purchases, practices or policies.

Maintaining the Confidentiality of Sensitive Information

Any information concerning members, donors, Y staff or other volunteers is confidential and restricted. All parties should understand that they may not reveal any such information. If unsure about the confidentiality of particular information, the Y of Central Maryland's Chief Executive Officer should be contacted.

Y of Central Maryland Confidential Reporting of Suspected Financial Impropriety Policy

Any member of the staff, member of the Association Board of Directors or volunteer affiliated with the Y of Central Maryland with information about known or suspected financial improprieties or misuse of the organization's resources is encouraged to report his/her concerns.

A staff member should report such concern(s) to Human Resources or to the Chief Executive Officer. In the event that the allegations involve the Chief Executive Officer, a staff member should consult the Chair of the Association Board of Directors or, if the Chair is not available, one of the Vice Chairs.

A member of the Association Board of Directors or a volunteer should report such concern(s) to the Chair of the Association Board of Directors or, if the Chair is not available, one of the Vice Chairs.

The name and contact information of the VP of Human Resources, Board Chair and Board Vice Chairs will be posted on the Y of Central Maryland's website in the governance section.

The identity of any individual who reports the potential problem will be held in confidence unless that individual agrees to reveal his/her identity or the report leads to legal action.

Reports of possible impropriety will be handled in the following manner:

- All reported improprieties will be investigated and, if needed, appropriate action will be taken based upon the policies of the organization.
- Retaliation against a person who suspects and reports a suspected financial impropriety will not be tolerated.

Equal Opportunity

Y of Central Maryland, Inc. maintains a strong policy of equal opportunity. We recruit, accept, train, promote and dismiss volunteers on the basis of personal competence and job performance, without regard to a person's sex, color, race, religion, national origin, age, veteran status, citizenship, physical or mental disability, marital status, sexual orientation or any other category covered by applicable law.

Y of Central Maryland Political Contributions Policy

The Y of Central Maryland encourages individual participation in civic affairs. However, as a charitable organization, the Y may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- Prohibit employees from making any contributions to any candidate for public office or political committee in the name of the Y ;
- Prohibit the use of any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office; and
- Encourage employees and volunteers to clearly communicate that they are engaging in political activities in an individual capacity in circumstances where they are identified as being affiliated with the Y.

Y of Central Maryland Solicitations and Voluntary Giving Policy

The most responsive contributors are those who have the opportunity to become informed and involved. Therefore, the Y of Central Maryland:

- Promotes voluntary giving in dealing with donors and vendors.
- Prohibits the use of coercion in fund-raising activities, including predicated professional advancement on response to solicitations.
- Invites donors to receive information in both printed and electronic forms and will also honor their preferences to limit or curtail such communications upon their request.
- Invites donations through direct solicitation and will also honor donors' preferences not to receive such direct mail solicitations, upon their request.

Y of Central Maryland Statement of Policy with Respect to Conflicts of Interest

The Y of Central Maryland is a charitable organization dedicated to developing the full potential of every individual through programs that build healthy spirit, mind and body for all. Ultimate authority and responsibility for the governance of the Y resides with its Association Board of Directors. The membership of the Board and all Committees of the Board consists entirely of volunteers ("Volunteers").

In view of the purposes of the Y and the nature of its activities, Volunteers may find themselves in situations where their outside business, personal or civic activities come into conflict with their fiduciary duties to the Y.

The Y adopts the following policy with respect to participation by Volunteers in matters coming before the Board and its Committees in which they may have a potential conflict of interest:

1. No Volunteer shall knowingly participate in any decision of the Association Board of Directors or any Committee thereof or otherwise attempt to influence the conduct of the Y where such decision or conduct would directly or indirectly confer on such Volunteer, or any member of such Volunteer's family, or on any firm or organization in which such Volunteer is an officer or director or has a material financial interest, any financial benefit, business advantage, preferential treatment or other advantage or benefit (a "conflict of interest"). For the purposes of this policy, the term "conflict of interest" does not include conflicts of a purely philosophical or ideological nature.
2. In the event that there is a matter for consideration or decision that raises a potential conflict of interest for any Volunteer, the Volunteer shall immediately disclose the potential conflict of interest to the Board or to the Committee considering the matter, as the case may be, and shall not cast a vote on the matter.
3. This Policy shall not be construed as preventing or discouraging any Volunteer from participating in the discussion of a matter with respect to which such Volunteer has a conflict of interest, provided such Volunteer complies with paragraph 2 of this Policy.

At least annually, preferably at the organizational meetings of the Board and each of its Committees, all Volunteers and members of the Senior Leadership team shall be given a copy of this policy, and each Volunteer and Senior Leadership team member will be asked to sign a written statement, in the form attached hereto, acknowledging that he or she has read and understands the policy and disclosing any actual or potential conflicts of interest of which he or she may be aware.

Y of Central Maryland Guidance and Disclosure Policy

Volunteers, staff, and supporters are encouraged to seek guidance from the Executive Committee or the Board Governance and Nominating Committee concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. To make a disclosure, staff and supporters should contact a supervisor or Human Resources; volunteers should contact the Board Chair or a member of the Executive Committee.



It's deeper here.™

**Y of Central Maryland
Code of Ethics Certificate**

I certify that I have read and understand Y of Central Maryland's Code of Ethics. I understand that each Y of Central Maryland volunteer, staff member and representative is responsible for adhering to the principles and standards of the Code, and I confirm that I have conducted myself in accordance with the principles and standards of the Code.

To the best of my knowledge and belief, neither I nor any member of my family is now, or has been since the date of my last Certificate (if applicable), engaged in any activity which might create a conflict of interest or give the appearance of a conflict of interest with the Y of Central Maryland, with the potential exceptions that I have listed below. If any potential exceptions arise in the future, I will complete another Certificate.

Printed Name

Signature

Date

Potential Exceptions (Conflict of Interest):

