



## **Beyond The Bell Code of Ethics and Business Conduct**

It is the policy of Beyond The Bell to provide our Code of Ethics and Business Conduct, which serve as a guide to proper business conduct for all employees and Board of Director members. We expect all employees and Board of Directors to observe the highest standards of ethics and integrity in our conduct. This means following a basic code of ethical behavior that includes the following:

**Build Trust and Credibility:** The success of our business is dependent on the trust and confidence we earn from employees, members, community residents, shareholders, and funders. We gain credibility by adhering to our commitments, displaying honesty and integrity, and reaching our goals solely through honorable conduct. When considering any action, we will ask, will this build trust and credibility, will it help create a working environment in which Beyond The Bell can succeed over the long term. The only way we will maximize trust and credibility is by answering yes to those questions and by working everyday to build our trust and credibility.

**Respect:** We all deserve to work in an environment where we are treated with dignity and respect. Beyond The Bell 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 success.

**Uphold the Law:** Our commitment to integrity begins with complying with laws, rules, and regulations where we do business, programs, provide services including teaching young people. Further, each of us must understand the agency's policies, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or agency policy, we should seek the advice from management and/or experts on the topic. We are responsible for preventing violations of law or practices and for speaking up if we see possible violations.

**Avoid Conflicts of Interests:** 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 the business actions we take on behalf of Beyond The Bell 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 of action for Beyond The Bell. We must never use Beyond The Bell property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with Beyond The Bell.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from management before engaging in any activity, transaction or relationship that might give rise to a conflict of interest.

**Corporate Recordkeeping:** We create, retain, and dispose of our agency records as part of our normal course of business in compliance with State and Federal funding sources, as well as our agency policies and all regulatory and legal requirements.

**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 policies. If we are concerned whether the standards are being met or if we are aware of violations of the Code, we must contact management or a member of the Board of Directors.

**Use of Agency Resources:** Beyond The Bell resources including time, material, equipment, and information are provided for business use. Nonetheless, occasional personal use is permissible if it does not affect job performance or cause a disruption in the workplace. Employees and those who represent Beyond The Bell are trusted to act responsibly and use good judgement to conserve agency resources.

**Compliance:** Compliance with these principles is an essential element in our success. From time to time, employees will likely have questions as to how this Code of Ethics and Business Conduct applies in certain situations. We expect and welcome questions from all employees to discuss any areas of this Code that need clarification or discussions.

The Board of Directors of Beyond The Bell must also exercise reasonable care in adherence to this Code. Board members must give undivided allegiance when making decisions affecting the organization. This means that a Board Member must act in the best interests of Beyond The Bell and never use information obtained as a member for personal gain.