



## ETHICS POLICY

Assistance League of Greater Cincinnati believes strongly that its members must strive to uphold the highest standards of ethical behavior and perform all functions in a way that supports the simple rule of “Doing the Right Thing.”

Further, each member should:

- ❖ Hold paramount the safety, health and welfare of the public in performance of all chapter duties
- ❖ Treat with courtesy and consideration all persons, regardless of race, religion, gender, abilities, age or national origin
- ❖ Act in such a manner as to sustain and enhance personal and professional honor, integrity and dignity
- ❖ Recognize the chief function of Assistance League is to serve the best interests of the adults and children who benefit from our philanthropic programs
- ❖ Engage in carrying out the chapter’s mission in a professional manner
- ❖ Respect the structure and responsibilities of the Board
- ❖ Provide its members with facts and advice as a basis for policy decisions and uphold and implement policies adopted by the Board
- ❖ Collaborate with and support other members in carrying out the chapter’s mission
- ❖ Value and protect privileged information, to which we have access in the course of our duties
- ❖ Maintain the integrity of the chapter’s reputation on the merits of service
- ❖ Refrain from competing unfairly with members and others outside our organization

## WHISTLEBLOWER POLICY

The Code of Ethics adopted by Assistance League of Greater Cincinnati requires all members and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As members and volunteers of Assistance League, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. Set forth below is Assistance League’s policy with respect to reporting good-faith concerns about the legality or propriety of actions or plans of Assistance League or of its board members, members or volunteers.

### **Reporting of Concerns or Complaints**

It is the responsibility of all board members, members and volunteers to comply with Assistance League of Greater Cincinnati Code of Ethics and applicable law and to report violations or suspected violations in accordance with this Whistleblower Policy.

## **Types of Concerns**

The following is a non-exhaustive list of the kinds of improprieties that should be reported:

- Supplying false or misleading information on Assistance League financial or other public documents, including its Form 990
- Providing false information to or withholding material information from Assistance League board or auditors
- Destroying, altering, mutilating, concealing, covering up, falsifying, or making a false entry in any records that may be connected to an official proceeding, in violation of federal or state law or regulations
- Altering, destroying, or concealing a document, or attempting to do so, with the intent to impair the document's availability for use in an official proceeding or otherwise obstructing, influencing, or impeding any official proceeding, in violation of federal or state law or regulations
- Embezzling, self-dealing, and private benefit--Assistance League assets being used by anyone in the organization for personal gain or benefit
- Paying for services or goods that are not rendered or delivered

## **To Report Concerns or Complaints**

Any individual may communicate suspected violations of the Code of Ethics, applicable law, or other wrongdoing or alleged retaliation by contacting either the President or another board member of Assistance League of Greater Cincinnati. It is not necessary that you give your name or position in any notification. Whether or not you identify yourself, for a proper investigation to be conducted, please provide Assistance League with as much information as you can, sufficient to do a proper investigation, including where and when the incident occurred, names and titles of the individuals involved, and as much other detail as you can provide.

## **Confidentiality**

Assistance League of Greater Cincinnati will treat all communications under this policy in a confidential manner, except to the extent necessary 1) to conduct a fair investigation, or 2) for review of Assistance League operations, independent public accountants, and legal counsel.

## **Retaliation**

Assistance League of Greater Cincinnati will not permit any negative or adverse actions to be taken against any employee or individual for making a good-faith report of a possible violation of its Code of Ethics or applicable law, even if the report is mistaken, or against any individual who assists in the investigation of a reported violation. Retaliation in any form will not be tolerated. Any act of alleged retaliation should be reported immediately and will be promptly investigated. An individual who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of volunteer status. This Whistleblower Policy is intended to encourage and enable members, volunteers, and others to raise serious concerns within Assistance League prior to seeking resolution outside the organization.

If you have any questions regarding this policy, please contact the President of Assistance League of Greater Cincinnati.

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

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Member Signature

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Date