

Board of Directors Code of Ethics

The mission of the Madison Area Down Syndrome Society, Inc. (MADSS) is

... to provide support to families and individuals with Down syndrome while advancing awareness, respect and opportunity.

MADSS has a unique role as a community leader, seeking to engender the trust of the community. As such, MADSS staff, Board of Directors and volunteers subject themselves and actions to the highest ethical standard at all times. This Code of Ethics establishes key guidelines for staff and volunteers to make prudent decisions that are ethical and in accordance with acceptable legal requirements. Each year, the individual members of the Board of Directors affirm compliance with this Code of Ethics by initialing after each section and signing the bottom of this document.

To this end, as a member of the MADSS Board of Directors, I understand the following nine ways in which I promise to maintain the integrity of MADSS and its mission:

1. I affirm personal and organizational integrity _____

I respect and seek the truth in all things, avoiding misrepresentation. I ensure fairness and objectivity in all MADSS activities. I strive to meet the highest standard of performance, quality service and achievement in working towards the MADSS mission. I do not engage in activities that are counterproductive, compete or have the appearance of creating competition with the MADSS mission.

2. I affirm personal and organizational accountability _____

I promote good stewardship of MADSS resources. I observe and comply with all laws and regulations affecting MADSS. I support the Board of Directors in providing oversight over MADSS human, material and intellectual capital. I respect the unique responsibility of the Executive Director to enact and implement programs that are consistent with end statements determined by the Board of Directors.

3. I affirm voluntary giving _____

I promote voluntary giving to MADSS and refrain from any form of coercion in fundraising activities.

4. I affirm diversity and equal opportunity _____

I value, champion, and embrace diversity in all aspects of MADSS activities and respect others without regard to race, color, religion, creed, age, gender, national origin or ancestry, marital status, sexual orientation, status as a qualified disabled or handicapped individual or other protected characteristic.

5. I affirm the absence of a conflict of interest _____

a) Per the MADSS Conflict of Interest Policy, I will not knowingly take any action, or make any statement, intended to influence MADSS conduct in such a way to confer any financial benefit to oneself, one's immediate family members or any organization in which the volunteer or his/her immediate family member is involved or has a financial interest, such as membership on an agency board that receives or is eligible to receive MADSS funding or ownership in a business that could provide goods or services to MADSS.

b) Per the MADSS Conflict of Interest Policy, I will disclose all known conflicts or potential conflicts of interest in any matter before the board of directors, if a board member, or any committee upon which the volunteer serves and abstain from voting on any matter in which there is a real or perceived conflict.

6. I affirm the absence of personal gain _____

Will not use the resources of MADSS for gain for a relative or myself, nor solicit or accept personal gratuities, gifts or favors, other than promotional gifts of nominal value.

7. I affirm the absence of endorsements for political candidates _____

MADSS encourages volunteers to help educate elected officials about the relevant policy issues and/or advocate for a position on a policy issue. MADSS may not endorse, rate, or rank, individuals seeking political office. MADSS staff and volunteers should:

a) I will refrain from using MADSS resources or making contributions to any candidate for public office or political committee on behalf of MADSS or in such a manner that may create the appearance that the contribution is on behalf of MADSS.

b) I will refrain from engaging in electoral activity in a manner that may create the appearance that such activity is by or on behalf of MADSS.

8. I affirm confidentiality of information _____

I ensure that all information which is confidential or privileged, or which is not publicly available is not disclosed inappropriately. I respect the privacy rights of all individuals in the performance of MADSS duties.

9. I affirm disclosure of ethical violations _____

I am obligated to disclose any violations or perceived breaches of the Code of Ethics of which I am aware. I will make disclosures to the Chair of the Board of Directors and, given a whistleblower situation, will follow the MADSS Whistleblower Policy. I understand that any reported breaches will be investigated and appropriate action, if needed, will be taken. Furthermore, I understand that MADSS encourages all staff and volunteers to be prompt, open and forthright in reporting perceived breaches of the Code of Ethics.

I, _____ have read and understand MADSS Code of Ethics. I agree that my actions have and will continue to be in compliance with the Code of Ethics.

Signed

Dated

Approved unanimously by MADSS Board of Directors 05/20/2013