

MY BODY AND SOUL

CODE OF ETHICS

Article I: Introduction

As a matter of fundamental principle, My Body and Soul (“MBS”), its directors, officers, employees, and volunteers should adhere to the highest ethical standards because it is the right thing to do. As a matter of pragmatic self-interest, we should do so because public trust in our performance is the bedrock of our legitimacy. Donors and volunteers support charitable organizations because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct.

MBS must earn this trust every day and in every possible way. But we are, at base, people, and it is up to the people that make up MBS – board members, executive leaders, employees, and volunteers – to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

Adherence to the law is the minimum standard of expected behavior. We must do more, however, than simply obey the law. We must embrace the highest standards of integrity. Transparency, openness, and responsiveness to public concerns must be integral to our behavior.

Article II: Statement of Values

Any code of ethics is built on a foundation of shared values:

We are an organization comprised of people who believe it is our responsibility to create opportunities for lives to be change, to help those less fortunate build a better future, and to foster trust and integrity in all we do.

Who we are:

- We believe love changes lives.
- We act when we see a need.
- We strive to be honorable of all people.

What we do:

- We provide for the basic needs of our clients with the help of our volunteers and donors.
- We show our clients that they matter through simple loving actions.
- We strive to provide a safe environment for our employees, volunteers, and clients.

How we do it:

- We treat all people as we would want to be treated.
- We strive to operate with integrity and trust in all we do.
- We strive to honor God and be respectful of each other, our clients, and our donors.

Article III: The Code of Ethics

1. Personal and Professional Integrity:

MBS staff, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the organization. MBS promotes a working environment that values respect, fairness and integrity.

2. Mission:

MBS shall have a clearly stated mission and purpose, approved by the Board of Directors. The MBS mission is “to give HOPE to our clients by extending love, providing them with free basic care items, and offering a place share their burdens and renew their spirits.”

All MBS programs shall support that mission and all who work for or on behalf of the organization will understand and be loyal to that mission and purpose. The mission shall be responsive to the constituencies and communities served by MBS and of value to the society at large.

3. Governance:

MBS shall have an active governing body, the Board of Directors, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The Board of Directors:

- Ensures that its board members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of MBS and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Ensures that the compensation of the officers is reasonable and appropriate;
- Ensures that the President and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff, and volunteer positions;
- Ensures that policies of the organization are in writing, clearly articulated and officially adopted;
- Ensures that the resources of the organization are responsibly and prudently managed; and,
- Ensures that the organization has the capacity to carry out its programs effectively.

4. Legal Compliance:

MBS will be vigilant in compliance with laws, regulations and applicable conventions that govern and regulate our organization.

5. Responsible Stewardship

MBS shall manage its' funds responsibly and prudently. This should include the following considerations:

- MBS strives to maximize the percentage of its annual budget on programs in pursuance of its mission given the following considerations;
- MBS spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- MBS compensates staff, and any others who may receive compensation, reasonably and appropriately;
- MBS has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- MBS ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

6. Openness and Disclosure

MBS shall provide comprehensive and timely information to the public and is responsive in a timely manner to reasonable requests for information. All information about MBS will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, will be posted on the MBS website or otherwise available to the public. All solicitation materials accurately represent the organization's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

7. Program Evaluation

MBS will regularly review program effectiveness and have mechanisms to incorporate lessons learned into future programs. MBS is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities. MBS will be responsive to changes in the needs of its constituencies.

8. Non-discrimination

MBS will not discriminate against any person on the basis of race, color, national origin, disability, or age in hiring, admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by MBS directly or through a contractor or any other entity with which MBS arranges to carry out its programs and activities.

9. Fundraising

MBS will raise funds from the public and from donor institutions, and we will be truthful in all solicitation materials. MBS will not accept any donations which could adversely affect our tax-exempt status or have a donor intent that is inconsistent with our stated charitable purpose. MBS will respect the privacy concerns of individual donors and expend funds consistent with donor intent. MBS shall disclose important and relevant information to potential donors.

In raising funds, MBS will respect the rights of donors, as follows:

- To be informed of the MBS mission, the way the resources will be used and our capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the MBS governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the most recent MBS financial reports;
- To be assured their gifts will be used for the purposes which we represented;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are MBS employees or volunteers;
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Article IV: Afterword

While the MBS Board of Directors has given its approval to this document, it will continue to be reviewed and revised as necessary. A code of ethics is, by necessity, general in outlining broad ethical principles. It is not a detailed set of recommended practices on a specific issue.