

Virginia Energy Efficiency Council (VAEEC)

Code of Ethics Policy

I. Personal and Professional Integrity

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

II. Mission

VAEEC has a clearly stated mission and purpose, approved by the Board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose.

III. Governance

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

- Ensures that its 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 VAEEC 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
- Has a statement of Personal and Professional Standards of Conduct that provides attestation to the commitment to VAEEC's goals and values, signed by all Board Directors and staff (see attached)
- Is responsible for the hiring, firing, and regular review of the performance of any staff its Executive Director, and ensures that the compensation of senior management positions as the board deems appropriate is reasonable
- Ensures that the Executive Director and appropriate staff provide the board with timely and comprehensive information so that the board can effectively carry out its duties
- Ensures that VAEEC conducts all transactions and dealings with integrity and honesty
- Ensures that VAEEC 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 VAEEC are in writing, clearly articulated, and officially adopted
- Ensures that the resources of VAEEC are responsibly and prudently managed
- Ensures that VAEEC has the capacity to carry out its programs effectively

IV. Responsible Stewardship

VAEEC manages its funds responsibly and prudently. This should include the following considerations:

- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management
- Reasonably and appropriately compensates staff, and any others who may receive compensation,
- Knows that solicitation of funds has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs

- Does not accumulate operating funds excessively
- Draws prudently from grants and membership fees consistent with their intent and to support the public purpose of VAEEC
- Ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of VAEEC
- Ensures that all financial reports are factually accurate and complete in all material respects

V. Openness and Disclosure

VAEEC provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about VAEEC will fully and honestly reflect the policies and practices of the organization. Basic informational data about VAEEC, such as the Form 990, will be posted online or otherwise made available to the public. All solicitation materials accurately represent VAEEC'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.

VI. Legal Compliance

VAEEC is knowledgeable of, and complies with, laws and regulations.

VII. Program Evaluation

VAEEC regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. VAEEC is responsive to changes in its field of activity and is responsive to the needs of its members.

VIII. Inclusiveness and Diversity

VAEEC has a policy of promoting inclusiveness and its staff, board, and volunteers reflect diversity in order to enrich its programmatic effectiveness. VAEEC takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, Board recruitment, and member constituencies served.

IX. Fundraising

VAEEC solicitation of funds from members or from funding institutions uses material that is truthful about the organization. VAEEC respects the privacy concerns of individual members and funders and expends grants or dues consistent with funding intent and organizational policies. VAEEC discloses important and relevant information to potential members and funders.

In raising funds from the public or requiring dues for membership, VAEEC will respect the rights of members and funders, as follows:

Members and funders will be informed of the mission of VAEEC, the way the resources will be used, and their capacity to use funding effectively for their intended purpose. Further, they will

- Be informed of the identity of those serving on VAEEC's Governing Board and to expect the Board to exercise prudent judgment in its stewardship responsibilities
- Have access to VAEEC's most recent financial reports
- Be assured their gifts or dues will be used for purposes for which they are given
- Receive appropriate acknowledgment and recognition

- Be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law
- Be approached in a professional manner
- Be informed whether those seeking donations are volunteers, employees of VAEEC, or hired solicitors
- Have the opportunity for their names to be deleted from mailing lists that VAEEC may intend to share
- Be encouraged to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code of Ethical Conduct and to report violations or suspected violations to the Board Chair. The Board Chair will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, unless the submission of the violation is anonymous. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

VAEEC STATEMENT OF PERSONAL AND PROFESSIONAL STANDARDS OF CONDUCT

It is the intent of VAEEC to strive for the highest ethical conduct from all Governance Board Directors and staff. In an effort to achieve the highest standards of conduct, each officer, key staff member, and board member is requested to acknowledge (by signing) the following adopted Code of Ethics. This acknowledgement will be kept on file.

All officers, key staff members, and members of VAEEC's board are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of VAEEC's standards of high ethical conduct, each officer, key staff member, and board member WILL NOT

- Deceive, defraud, or mislead VAEEC board members, officers, staff members, managers, supervisors, or other associates, or those with whom VAEEC has business or other relationships.
- Misrepresent VAEEC in any negotiations, dealings, contracts, or agreements.
- Divulge or release any information of a proprietary nature relating to VAEEC's plans, mission, or operational databases without appropriate approval.
- Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name.
- Accept individual gifts of any kind in excess of \$100, in connection with the officer's, key staff member's, or board member's relationship with VAEEC. All such gifts are to be reported to the Board Chair.
- Engage in unethical business practices of any type.
- Use VAEEC property, financial resources, or services of VAEEC personnel for personal benefit.
- Violate any applicable laws or ordinances.

Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the Governance Board who shall, in his or her determination, bring the infraction to the full executive committee.

Signature _____

Date _____

Name (please print) _____