



Volunteers, Employees and Representatives

The Denton Parks Foundation volunteers, staff and representatives are committed to ensuring the highest ethical standards within the organization and the community. The success of the Denton Parks Foundation and the reputation it maintains depend upon the ethical conduct of everyone affiliated with the organization. Volunteers, staff and representatives set an example for each other and for all community organizations by their pursuit of excellence in high standards of performance, professionalism and ethical conduct.

While no one document can cover all of the challenges that may arise, the Code of Ethics (Code) communicates key guidelines and will assist volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable legal requirements.

I. Personal and Professional Integrity

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- A. Strive to meet the highest standards of performance, quality, service and achievement in working towards the Denton Parks Foundation mission.
- B. Communicate honestly and openly and avoid misrepresentation.
- C. Promote a working environment where honesty, open communication and minority opinions are valued.
- D. Exhibit respect and fairness toward all those with whom we come into contact.

II. Accountability

The Denton Parks Foundation is responsible to its stakeholders, which include member organizations, donors and others who have placed faith in our organization. To uphold this trust, we:

- A. Promote good stewardship of all Denton Parks Foundation resources, including time, talent and treasure. This includes contributions, fees, grants and pass-through money as well as physical resources and the gift of time that is given to Denton Parks Foundation.
- B. Refrain from using organizational resources for non-Denton Parks Foundation purposes.



- C. Observe and comply with all laws and regulations affecting Denton Parks Foundation.

III. Solicitations and Voluntary Giving

The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- A. Promote voluntary giving with board members, prospective and current donors.
- B. Refrain from any use of coercion in fundraising activities.

IV. Conflicts of Interest

Ethics Officers and Ethics Committee

The Board President will serve as the Ethics Officer for the staff. The Executive Committee will serve as the Ethics Committee for the Executive Director and the volunteers and other representatives of the Denton Parks Foundation.

Staff

In order to avoid any conflict of interest or the appearance of a conflict of interest, which could tarnish the reputation of the Denton Parks Foundation as well as undermine the public trust in the organization, Denton Parks Foundation, staff will:

- A. Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of the Denton Parks Foundation organization.
- B. Ensure that outside employment and other activities do not adversely affect the performance of Denton Parks Foundation duties or the achievement of Denton Parks Foundation's mission. This does not include any involvement in other volunteer boards, commissions, or non-profit organizations.
- C. Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of Denton Parks Foundation and not for personal gain or interests.
- D. Decline any gift, gratuity or favor in the performance of Denton Parks Foundation duties except for promotional items of nominal value and any food, transportation, lodging or entertainment unless directly related to Denton Parks Foundation business.



V. Volunteers and other Denton Parks Foundation Representatives

In order to avoid any conflict of interest or the appearance of a conflict of interest, which could tarnish the reputation of Denton Parks Foundation, as well as undermine the public trust in the organization, volunteers and other representatives will:

- A. Refrain from activities that might be construed as a direct conflict of interest to the Denton Parks Foundation.
- B. Refrain from attempting to influence the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
- C. Denton Parks Foundation Volunteers should not knowingly take any action, or make any statement, intended to influence the conduct of Denton Parks Foundation in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- D. Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, if they are Board members, or any committee upon which they serve. They may participate in discussion, but may not vote in connection with such matter.
- E. Members of the Board shall annually file a disclosure of all known and potential conflict of interest with the Executive Committee. This will remain on file with the Denton Parks Foundation for three years.

VI. Confidentiality and Privacy

Confidentiality is a hallmark of professionalism. We therefore:

- A. Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- B. Respect the privacy rights of all individuals in the performance of their Denton Parks Foundation duties.



VII. Political Contributions

Denton Parks Foundation encourages individual participation in civic affairs. As a charitable organization, Denton Parks Foundation may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- A. Refrain from making any contributions to any candidate for public office or political committee on behalf of the Denton Parks Foundation.
- B. Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of the Denton Parks Foundation.
- C. Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.
- D. Clearly communicate that we are not acting on behalf of the organization, if identified as an official of the Denton Parks Foundation, while engaging in political activities in an individual capacity.
- E. Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of the Denton Parks Foundation.

VIII. Guidance and Disclosure

Volunteers, staff and representatives are encouraged to seek guidance from the Executive Committee concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff and representatives should contact the Executive Director. Volunteers should contact the Chairperson. Reports of possible breaches will be handled in the following manner;

- A. All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- B. All reports of breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.



- C. Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code.
- D. Denton Parks Foundation affirms prompt and fair resolution of all reported breaches.

Disclosure of any Conflict of Interest:

I hereby fully disclose below all known and potential conflicts of interest to the Denton Parks Foundation and to the Executive Committee. This notice will remain on file with the Denton Parks Foundation for three years. Please check all that apply.

- ☐ No known conflicts of interest
- ☐ Possible Conflicts of interest are disclosed below:

Possible Conflicts of Interest

Please sign and return page 5 to the Denton Parks Foundation staff. You may keep pages 1-4 of the Code of Ethics for your own records.

I have read the Denton Parks Foundation Code of Ethics and affirm that I will abide by them in the Denton Parks Foundation fiscal year of **January 1, 2018 through December 31, 2018.**

Print name and Relationship with Denton Parks Foundation (e.g., Board/Volunteer/Staff)

Signature and Date

Return this form to the Denton Parks Foundation office, or email it to Molly Mayo Tampke molly@dentonparksfoundation.com.

Thank You!