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**CODE OF ETHICS for the Cleveland Sight Center Board of Trustees:**

to commit to the integrity of Cleveland Sight Center and to encourage trustworthy relationships in every business transaction

to treat everyone associated with Cleveland Sight Center with respect. This includes fellow trustees, staff members, clients, volunteers, customers, funders, families and members of the community who interact with the organization

to foster the mission of the organization and the fulfillment of its goals

to hold in confidence any client information or privileged administrative information learned in the course of Cleveland Sight Center's business activities

to disclose any conflict of interest and to excuse oneself from any discussion, vote or transaction which could benefit the trustee personally

to assist in setting policy for Cleveland Sight Center and to monitor policy implementation

to be vigilant about the integrity and financial solvency of Cleveland Sight Center, including manners related to corporate compliance with all laws and regulations under which Cleveland Sight Center operates.

to participate in hiring, maintaining in service, supporting and evaluating the performance of the Cleveland Sight Center's executive director in order to support him or her in the day-to-day management and operation of the organization

to participate in an annual evaluation of the effectiveness of the board of trustees

to oversee and monitor the budget and financial progress of the organization and thereby assist in exercising the board's fiduciary responsibility

to respect any decision made by the board of trustees by majority vote which is consonant with Cleveland Sight Center's constitution and bylaws and its policies and procedures

to conduct oneself in an appropriate and ethical manner in all organizational business and whenever representing Cleveland Sight Center. Chief among good conduct attributes are honesty, timeliness, courtesy and sobriety

to recognize that a breach of this ethical code could lead to dismissal of a trustee from the board

**CODE OF ETHICS for the Cleveland Sight Center staff**

to treat everyone associated with the organization with respect and dignity, including trustees, staff members, volunteers, clients, customers or anyone else with whom business is undertaken.

to provide those services which fall within the scope of one's expertise, competency and experience.

to provide services to clients based on individual client needs.

to neither discriminate against nor refuse services to anyone based on race, creed, national origin or ancestry, color, age, disability, marital status, sexual orientation or gender.

to engage in no form of harassment or threatening behavior

to hold in confidence any client information or privileged administrative information learned in the course of Cleveland Sight Center's activities

 to abide by the ethics code of one's profession and/or licensing body.

to use the resources of Cleveland Sight Center in a responsible manner and not to use them for personal activities beyond what is allowed by the stated policies and procedures of the organization

to accept no gratuities or gifts from clients, volunteers, donors, vendors or others doing business with Cleveland Sight Center.

to disclose any breach of ethics to the appropriate level of administration in line with the organization's grievance process as stated in the personnel manual, whether the breach is one's own or on the part of a fellow staff member

to conduct oneself in an appropriate and ethical manner in all organizational business and whenever representing Cleveland Sight Center. Chief among good conduct attributes are honesty, timeliness, courtesy and sobriety

to maintain professional credentials, licenses, association memberships, certification and necessary training in all areas appropriate to one's position in the organization

to seek assistance for any personal problem which may impair one's job performance

**CODE OF ETHICS for the Cleveland Sight Center volunteers**

to hold in confidence any client information or privileged administrative information learned in the course of Cleveland Sight Center's activities

to treat everyone associated with the organization with respect and dignity be they trustees, fellow staff members, volunteers, clients, customers or anyone else with whom business is undertaken

to engage in no form of harassment or threatening behavior

to use the resources of Cleveland Sight Center in a responsible manner and not to use them for personal activities beyond what is allowed by the stated policies and procedures of the organization

to conduct oneself in an appropriate manner in all organizational business and whenever representing Cleveland Sight Center. Chief among good conduct attributes are honesty, timeliness, courtesy and sobriety

to recognize that a breach of this ethical code could lead to the dismissal of a volunteer from service to the organization.

**CODE OF ETHICS for Cleveland Sight Center Business Practices, Financial, marketing and fundraising issues;**

Cleveland Sight Center:

will exercise good ethics in all of its financial transactions and investments.

will not tolerate unethical or dishonest marketing tactics or any falsification of its accomplishments of any kind

 will pay its debts appropriately and in a timely fashion

will maintain appropriate and effective checks and balances in all of its accounting and bookkeeping practices and activities.

will charge for its services and products, fees and prices which are reasonable, fair and equitable.

will behave in an ethical manner with regard to billing and coding of services rendered and all other matters related to corporate compliance with the laws and regulations under which it operates.

will present the images and stories of persons receiving services in a respectful manner.

will not publish the name or image of any person receiving services without that person’s written permission.

will present information, statistics and outcomes to the public in a way that is accurate and complete.

will disclose accurate information about programs, services, outcomes and accreditation to the public upon request.

Will not tolerate waste, fraud or wrongdoing in any area of business and will encourage all staff, volunteers and donors to come forward and report any such wrongdoing.

Will abide by any and all licensing agreements for hardware, software and other business products purchased for use by the organization.

Will keep confidential the records and names of donors to the organization

Will keep accurate and complete records for donors and will provide access to donor records to those donors upon request.

Will be responsive to donors and supporters and will treat them, at all times, with dignity and respect.

Will act as a responsible corporate citizen in all areas of business in our community.

**Resolution of breach any code of ethics**

If anyone observes a violation of the Cleveland Sight Center ethical code it must be reported immediately to the executive director. The individual reporting the violation will be treated with complete confidentiality. An investigation carried out by the senior staff will follow and the reporting person will be notified of the results of the investigation within 30 days.

# **Ethics and Confidentiality Affirmation**

I hereby affirm that I have read the Cleveland Sight Center Code of Ethics and understand that, should I have any questions regarding ethical practices at CSC, I may ask for assistance from my supervisor or Human Resources Department.

I have read through, understand and will abide by the Cleveland Sight Center Code of Ethics Policy.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_