

2.3 CODE OF ETHICS AND CONFLICT OF INTEREST POLICY CAPITAL AREA CASA ASSOCIATION

APPROVED BY THE BOARD OF DIRECTORS
MAY 7, 1999

AMENDED BY THE BOARD OF DIRECTORS
JULY 11, 2008

This Code of Ethics and Conflict of Interest Policy provides Capital Area CASA Association with guidelines for professional behavior and ethical conduct. There is no way to develop a comprehensive, detailed set of rules to cover every situation. However, the tenets in this policy outline some basic guidelines for behavior. The Board of Directors, employees, volunteers, and contractors will:

1. Abide by this Code of Ethics and Conflict of Interest Policy and all laws and regulations governing their activities.
2. Respect a child's inherent right to grow up with dignity in a safe environment that meets that child's best interests.
3. Uphold the credibility and dignity of the CASA concept by conducting all business in an honest, fair, professional and humane manner.
4. Immediately notify the program of any criminal charges.
5. Refrain from using their authority inappropriately or condoning any illegal act or unethical practices related to the program or community.
6. Serve and respond to requests without bias because of race, color, religion, national origin, age, sex, disability or veteran status.
7. Respect the right to privacy of all individuals, and keep information about CASA cases confidential.
8. Avoid any action which could adversely affect the confidence of the public in the integrity of the Association.
9. Conduct solicitations and other fundraising activities in an honest and ethical manner.
10. Refrain from using CASA or its confidential information to promote personal gain or to the organization's detriment, including but not limited to using the organization's assets or labor for personal use.
11. Use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of CASA.

12. Refrain from having an undisclosed direct or indirect financial interest in the assets, leases, business transactions or professional services of the program which results in personal gain and is prejudicial to the best interests of the organization or the children it serves.

Potential conflicts of interest may take many forms, including but not limited to, possessing a direct or indirect financial interest in the assets, leases, business transactions, or professional services of the organization and accepting remuneration or gifts in excess of \$500 from third persons relating to the recipient's association with the organization. Any potential conflict of interest warrants a **timely** written disclosure to the board of the relevant facts, circumstances and implications. Upon such disclosure, the board shall relieve the potentially interested person from any and all decision making capability with regard to the decision or concerned transaction and determine whether a conflict exists and what course of action must be taken to resolve any conflict it believes may exist.

If the person involved with the conflict fails to disclose the conflict prior to becoming involved in the transaction or the decision affected by the conflict, the board may be forced to ask the for a tender of his or her resignation. The board of directors has sole discretion to determine whether such a conflict of interest exists.