

## **ACE Mentor Program of America, Inc. Code of Ethics**

ACE Mentor Program of America, Inc. (hereinafter “the Organization”), has adopted this Code of Ethics (the “Code”) to guide its board members, committee members and staff in their conduct when acting on behalf of the Organization. The Code contains broad principles reflecting the types of behavior the Organization expects towards constituents, potential and actual grantees, staff, peers and the public. The Code is intended to provide a framework for ethical decision-making, as no code can provide specific guidance for all situations. The Code is not intended as a stand-alone policy. It does not embody the totality of the Organization’s ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. The Code will be reviewed periodically.

Board members, committee members and staff will:

- Exercise care, good faith and due diligence in conducting organizational business.
- Strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents and others.
- Contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.
- Respect the confidentiality of sensitive information about the Organization, its constituents, board and staff.
- Attempt to comply with applicable federal, state and local laws, regulations and fiduciary responsibilities.
- For the board of directors, provide credible and effective oversight to the organization’s work.
- Abide by the governing documents and policies of the Organization, including the conflict of interest and whistleblower policies.
- Be accountable for adhering to the Code.
- Act at all times in accordance with the highest ethical standards and in the best interest of the Organization its constituents and reputation.

### ***Communication and Enforcement***

The Organization’s board of directors is responsible for communicating the Code to all staff and volunteers and for ensuring that its contents are followed.