## SkillsUSA West Virginia Code of Ethics

# I. Personal and Professional Integrity

All staff, board members and volunteers of the organization act with honesty, integrity and transparency in all their dealings with each other and as representatives of the organization. The organization promotes a working environment that values respect, fairness, integrity and collaboration.

# II. Support of Mission

The organization has a clearly stated mission and purpose, approved by the board of directors, 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. The mission is responsive to the constituency and communities served by the organization and are of value to the society at large.

# III. Governance and Accountability

The organization has an active board of directors that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization. The board of directors:

* Exercises reasonable care, good faith, loyalty and due diligence in organizational affairs;
* Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed for the protection and benefit of the organization;
* Ensures that the organization conducts all transactions and dealings with integrity and honesty;
* Ensures that the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
* Ensures that the organization has the capacity to carry out its programs effectively.

**IV. Legal Compliance**

The organization is knowledgeable of and complies with all applicable laws, and regulations

# V. Financial Stewardship

The organization manages its funds responsibly and prudently. This includes the following considerations:

* It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
* It compensates staff, and any others who may receive compensation, reasonably and appropriately;
* It ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
* It ensures that financial reports are complete and accurate in all material respects.

# VI. Transparency and Disclosure

The organization provides comprehensive and timely information to the public and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be made available to the public upon request. All financial, organizational, and program reports will be complete and accurate in all material respects.

# VII. Inclusiveness and Diversity

The organization promotes inclusiveness and diversity in its staff, board and volunteers in order to enrich its programmatic effectiveness. The organization takes meaningful steps to promote inclusiveness and diversity in its hiring, retention, promotion, board recruitment and constituencies served.