

# **V**olunteer... Be a part and at the heart of what we do!

## **Code of Ethics**

Adopted by The Mustard Seed Café Board of Directors:

The Mustard Seed Café is committed to the highest ethical standards. Based on the unique trust placed in the Mustard Seed Café to serve the public good, we have a special obligation to act ethically.

The success of the Mustard Seed Café and our reputation depend upon the ethical conduct of everyone affiliated with the Mustard Seed Café. The board of directors, staff, and volunteers set an example for each other by pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

While no document can anticipate all of the challenges that may arise, the Code of Ethics communicates key guidelines and will assist the Mustard Seed Café Board of Directors, staff, and volunteers in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have.

### **PERSONAL AND PROFESSIONAL INTEGRITY**

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

- Strive to meet the highest standards of performance, quality, service, and achievement in working towards the Mustard Seed Café's mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication, and opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

### **ACCOUNTABILITY**

The Mustard Seed Café is responsible to its donors and others who have placed faith in it. To uphold this trust we:

- Promote good stewardship of the Mustard Seed Café's resources, including contributions that are used to pay operating expenses and salaries.
- Refrain from using organizational resources for non-Mustard Seed Café purposes.

- Observe and comply with all laws and regulations affecting the Mustard Seed Cafe.

## **SOLICITATIONS AND VOLUNTARY GIVING**

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

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities.

## **DIVERSITY AND EQUAL OPPORTUNITY**

The Mustard Seed Café is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value and embrace diversity in all aspects of the Mustard Seed Café's activities and respect others without regard to race, color, religion, creed, age, sex, national origin, marital status, or status as a qualified disabled or handicapped individual.
- Support affirmative action and equal employment opportunity programs throughout the Mustard Seed Cafe.
- Refuse to engage in or tolerate any other form of discrimination or harassment.

## **CONFLICTS OF INTEREST**

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of the Mustard Seed Cafe as well as undermine the public's trust in the Mustard Seed Cafe, the Board of Directors, staff, and volunteers will:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of the Mustard Seed Cafe, including involvement with a current or potential Mustard Seed Cafe vendor, grantee, or competing organization, unless disclosed to and not deemed to be inappropriate.
- Ensure that outside employment and other activities do not adversely affect the performance of their Mustard Seed Cafe duties or the achievement of Mustard Seed Cafe's mission.
- Ensure that travel, entertainment, and related expenses are incurred on a basis consistent with the mission of the Mustard Seed Cafe and not for personal gain or interests.
- Decline any gift, gratuity, or favor in the performance of Mustard Seed Cafe duties except for promotional items of nominal value, and any food, transportation, lodging, or entertainment, unless directly related to Mustard Seed Cafe business.
- Refrain from influencing the selection of 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.

## **MUSTARD SEED CAFE VOLUNTEERS**

The Mustard Seed Cafe volunteers will be responsible for the following:

- Should not knowingly take any action or make any statement intended to influence the conduct of Mustard Seed Café Volunteers in such a way as 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.
- 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 and withdraw from the meeting room during any discussion, review, and voting in connection with such matter.
- Members of the Board shall annually file with the Mustard Seed Cafe staff a disclosure of all known potential conflicts of interest.

## **CONFIDENTIALITY AND PRIVACY**

Confidentiality is a hallmark of professionalism. We therefore:

- Ensure that all information, which is confidential, privileged, or nonpublic, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their Mustard Seed Cafe duties.

## **POLITICAL CONTRIBUTIONS**

The Mustard Seed Café encourages individual participation in civic affairs. However as a charitable organization, the Mustard Seed Cafe 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:

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

## **DOCUMENT DESTRUCTION**

The Law makes it a crime to alter, cover up, falsify, or destroy any document or persuade someone else to do so, or to prevent its use in an official proceeding

(e.g., federal investigations or bankruptcy proceedings). Intentional document destruction will be monitored, justified, and carefully administered.

The Mustard Seed Cafe follows document retention and destruction guidelines set by the Internal Revenue Service.

## **GUIDANCE AND DISCLOSURE**

Reports of possible breaches of the Code of Ethics will be handled in the following manner:

- 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.
- All reported breaches will be investigated by the Executive Director and/or the Board of Directors, as appropriate. If needed, appropriate action will be taken based upon the policies of the organization.
- No director, officer, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported any violation in good faith is subject to discipline up to and including termination of employment.

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

The Mustard Seed Cafe affirms prompt and fair resolution of all reported breaches.

## **Code of Ethics Glossary**

**Candidate for Public Office:** An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state, or local.

**Contribution, political:** Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

**Donors:** All individuals and entities that make charitable or in-kind contributions to the Mustard Seed Cafe.

**Nonpublic Information:** Any business, financial, or personal information, which is not publicly known or available.

**Political Committee:** Any party, committee, association, fund, or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state, or local office.

**Privileged Information:** Any information that is protected from involuntary disclosure by legally recognized privileges such as attorney–client, doctor–patient, and others.

**Promotional Items of Nominal Value:** Gifts used to promote an organization’s name, products, or services that have a retail value of \$25 or less.

**Representatives:** Individuals who provide personal services to the Mustard Seed Cafe as independent contractors, consultants, or loaned executives.

**Staff:** All individuals, who provide services to the Mustard Seed Cafe as employees or leased employees.

**Vendors:** Entities that provide goods and services to the Mustard Seed Cafe for a fee.

**Volunteers:** All persons who voluntarily work at the Mustard Seed Cafe, but who are not members of the Mustard Seed Cafe Board or staff.