

Christian Family Services, Inc. Code of Ethics

Introduction

Christian Family Services, Inc. is dedicated to the public good. Its board, staff and volunteers embrace fairness, inclusiveness, diversity, innovation, and integrity and work to advance the mission and core values of the Christian Family Services.

Because of this dedication to public service as exemplified in its mission, Christian Family Services is therefore committed to personal and professional integrity, public accountability, transparency in its operations and good stewardship of its resources.

This code of ethics applies to Christian Family Services' board of directors, staff and volunteers. The board of directors is elected as specified in the governing documents. Staff members include those who are employed by the organization on a full-time, part-time, temporary or contract basis.

Christian Family Services is actively committed to informing board, staff and volunteers about the code of ethics and its application; evaluating the code regularly; and creating policies and procedures that reflect its values.

Mission

Christian Family Services' mission, approved by the board of directors, is:

- As a ministry of the Lord Jesus Christ, the mission of Christian Family Services is to provide alternatives to abortion through counseling and care for the mother and her child.

Personal and Professional Integrity

In their dealings as representatives of the organization, Christian Family Services staff, board, and volunteers act professionally with honesty, integrity, and openness. They treat each other and those the organization serves respectfully and fairly. Staff, board members, and volunteers are responsible for being aware of and complying with this policy and other Christian Family Services policies that address their conduct.

Governance

Christian Family Services and its representatives comply with the provisions and structure as set out in the organization's bylaws.

Conflict of Interest

Christian Family Services' staff, board members, and volunteers act in the best interest of the organization rather than in the promotion of personal interest or interest of third parties, such as friends and family. Decisions about the organization and the use or disposition of its assets are made solely in terms of the benefits to the organization and are neither influenced, by any private profit, personal gain, or outside benefit for staff, board members, and volunteers, their friends and family members, or any organization or company with which they are affiliated.

In all cases, Christian Family Services may only enter into agreements with reputable organizations whose image, product, and services do not conflict with its mission or values.

Legal Compliance

Christian Family Services' board, staff, and volunteers comply with all applicable laws, statutes, and regulations.

Financial Oversight and Fiscal Responsibility

Christian Family Services manages its funds responsibly and prudently by:

- Drawing from its endowment and restricted funds consistent with donor intent and to support the endowment's and donor's public purposes;
- Ensuring that all spending practices and policies are fair, reasonable, and appropriate to fulfill its mission; and
- Generating financial reports that are timely, accurate, complete and accessible in all material respects.

Openness and Disclosure

Christian Family Services provides comprehensive information about the organization and responds in a timely manner to reasonable requests for information. The following basic data about the organization's operations is available to the public: the Internal Revenue Form 990, annual reports, financial statements, program reports, and policies.

Program Evaluation

Christian Family Services' directors and applicable officers will annually review its program to determine that they continue to align with the organization's mission and meet the needs of those to whom the organization has dedicated its service. Any proposed program or service will also be evaluated for its alignment with the organization's mission prior to its approval.

Inclusiveness and Diversity

To enhance its effectiveness, Christian Family Services promotes inclusiveness, and its staff, board and volunteers strive to ensure that the diversity of those it serves is reflected in its programs and committees. Christian Family Services promotes diversity in its hiring, retention, promotion, and board and volunteer recruitment efforts, as well as in its programming.

Fundraising Practices

Christian Family Services is truthful in its fundraising solicitation materials. Donation information and details about donors are treated with confidentiality to the extent provided by law. The organization expends funds consistent with donor intent and provides appropriate acknowledgement and recognition. Christian Family Services discloses whether those seeking donations are board members, volunteers, employees, or hired solicitors.

Confidentiality

Christian Family Services' staff, board, and volunteers may have access to confidential and privileged information about the organization's members, volunteers, its clients, and other individuals served by the organization. Loyalty to the organization and respect to those it serves require that individuals with access to such information comply with privacy and confidentiality policies and treat all information responsibly and appropriately.

Due Diligence

When making decisions about contracts or agreements, Christian Family Services will gather sufficient information to avoid any conflicts of interest and to make informed decisions on behalf of the organization, ensuring that decisions do not result in any private profit or benefit for staff, board members, and volunteers, their friends or family members, or their related organizations.

Board of Directors

Christian Family Services has an active board of directors that sets the organization's mission, strategic direction, and policies, and has oversight of its finances and operations. The board ensures that (1) its members and the staff act for the benefit of Christian Family Services and its public purpose with integrity and honesty; (2) Christian Family Services' resources are responsibly and wisely managed; and (3) Christian Family Services has the capacity to carry out its programs successfully. The board also evaluates and determines the appropriate compensation for the Executive Director and ensures that Christian Family Services is fair and inclusive in its employment policies.

Staff

All staff members are responsible for understanding the duties of their positions and executing those duties to the best of their abilities. The organization promotes a working environment that values respect, fairness and integrity. Its human resource policies are fair, establish clear expectations, and provide for meaningful and effective performance evaluation. Open communication among staff is highly valued.

Volunteers

The organization's many volunteers are in direct contact with clients and donors and often are the face of the organization to their peers and the public. When acting on behalf of Christian Family Services, volunteers understand their duties and execute them to the best of their abilities. They convey the mission and goals of the organization, and as its representatives, refrain from promoting their own institutions or businesses.

Use of this Code of Ethics

The Code of Ethics of Christian Family Services is designed to be distributed, used and updated on a regular basis. Christian Family Services' board of directors will establish a schedule to annually review the code and its distribution. Christian Family Services' staff will:

- Incorporate the code into its staff handbook and board and committee orientation materials;
- Review the code during new employee and volunteer orientations;
- Post the code on Christian Family Services public website; and
- Distribute the code to all volunteers via the appropriate vehicles.

Approved by Christian Family Services' Board of Directors, this 19th day of February in the year 2013.