

## **Code of Ethics for Pascack Valley Meals on Wheels**

### **Introduction**

Pascack Valley Meals on Wheels (PVMOW) provides an important service to the public. Its board, staff, and volunteers embrace fairness, inclusiveness, diversity, innovation, and integrity and work to advance PVMOW=s mission.

As a nonprofit organization dedicated to the public good, PVMOW is accountable to the public, transparent in its operations, responsible in its stewardship of resources, and committed to excellence.

This Code of Ethics applies to PVMOW=s board of directors, staff, and volunteers. The board of directors is elected by the PVMOW membership. Staff members include those who are employed by the organization on a full-time, part-time, permanent or temporary basis.

Volunteers include the elected members of Executive Board, the Board of Trustees, and our volunteer Drivers, and any individual appointed to serve on a PVMOW committee, task force, or working group on behalf of the organization.

PVMOW 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**

The organization's mission, approved by its board of directors, is to provide meals to people who are unable to shop or cook for themselves due to age or disability and to provide a daily well check.

### **Legal Compliance**

PVMOW=s board, staff and volunteers comply with all applicable laws, regulations, and international conventions.

### **Personal and Professional Conduct**

In their dealings as representatives of the organization. PVMOW=s staff, board, and volunteers act professionally with honesty, integrity, and openness. They treat each other and PVMOW constituents fairly and with respect. Staff, board members, and volunteers are responsible for being aware of and complying with PVMOW policies that address their conduct.

### **Conflict of Interest**

PVMOW staff, board members, and volunteers act in the best interest of the organization rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about the association and the use or disposition of its assets are made solely in terms of the benefits to PVMOW and are neither influenced nor appear to be influenced, by any private profit, personal gain, or outside benefit for staff, board members, and volunteers; their friends and family members; or the organizations with which they are affiliated.

## **Board of Directors**

PVMOW 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 its members and the staff act for the benefit of PVMOW and its public purpose with integrity and honesty; that PVMOW=s resources are responsibly and prudently managed; and that PVMOW has the capacity to carry out its programs effectively. The board also supervises, evaluates, and determines appropriate compensation for the Director and ensures that PVMOW 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.

To help all staff meet their potential and to sustain the organization and encourage its growth, the senior staff model professional conduct and provide leadership, clarity, and respect for individuals and for diverse points of view.

## **Volunteers**

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

## **Integrity**

PVMOW responds to the needs of senior citizens and the disabled and is committed to improving its organizational effectiveness, programs, products, and services. It strives to provide the field, the media, policy makers, and the public with content that is accurate, clear, and informed.

## **Inclusiveness and Diversity**

To enhance its effectiveness, PVMOW promotes inclusiveness, and its staff, board, and volunteers strive to ensure that the diversity of clients and volunteers is reflected in its programs and committees. PVMOW promotes diversity in its hiring, retention, promotion, and board recruitment efforts and in the programs it develops for its constituencies.

## **PVMOW manages its funds responsibly and prudently by:**

- \$ drawing from its funds consistent with donor intent
- \$ ensuring that all spending practices and policies are fair, reasonable, and appropriate to fulfill its mission
- \$ generating financial reports and annual independent audits that are accurate, complete, and accessible in all material respects.

### **Fund-Raising and Business Practices**

PVMOW is truthful in its fund-raising solicitation materials. It handles information about donations with confidentiality to the extent provided by the law, expends funds consistent with donor intent, provides appropriate acknowledgment and recognition. PVMOW discloses whether those seeking donations are PVMOW board members, volunteers, employees, or hired solicitors.

In all cases, and for the protection of the good name of the association and its members, PVMOW may only enter into agreements with reputable organizations whose image, product, and services do not conflict with its mission or values.

### **Disclosure**

PVMOW provides comprehensive information about the organization and responds in a timely manner to reasonable requests for information. Basic data about PVMOW operations such as the Form 990, annual reports, audited financial statements, program reports, and policies are available to the public.

### **Confidentiality**

PVMOW staff, board, and volunteers may have access to confidential and privileged information about our clients. Loyalty to the organization and to the field requires that individuals with access to such information comply with privacy and confidentiality policies and treat all information responsibly and appropriately.

### **Use of this Code of Ethics**

The Code of Ethics of Pascack Valley Meals on Wheels is a living document, designed to be disseminated, used, and updated. The PVMOW Board of Trustees will establish a schedule for regular review of the code and its dissemination. PVMOW staff will:

- ! incorporate the code into its staff handbook and board and committee orientation materials
- ! review the code during new employee orientations,
- ! disseminate the code to all PVMOW volunteers via the appropriate vehicles

Approved by the PVMOW Board of Trustees, June 13, 2006