

Code of Ethics for Board Members and Chair

Goal: To establish a set of principles and practices of the ICNA Relief USA Board of Trustees that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: Members of the Board of Trustees of ICNA Relief USA are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the Board. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Pro bono Service

1. Members and Officers of the Board of Trustees agree to serve with no remuneration in cash or kind; except that only out of pocket cash expenses incurred to conduct official duties may be reimbursed.

Accountability

2. Faithfully abide by the Articles of Incorporation, by-laws and policies of ICNA Relief USA.
3. Exercise reasonable care, good faith and due diligence in organizational affairs.
4. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
5. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
6. Remain accountable for prudent management to the board and donors, and where applicable, to government and funding bodies.

Professional Excellence

7. Maintain a professional level of courtesy, respect, and objectivity in all ICNA Relief USA activities.
8. Strive to uphold those practices and assist other ICNA Relief USA members of the board in upholding the highest standards of conduct.

Personal Gain

9. Exercise the powers invested for the good of the organization and community it intends to serve, rather than for his or her personal benefit.

Confidential Information

10. Respect the confidentiality of sensitive information known due to board service.

11. Do not use trade secrets, client lists, or other confidential information except for the role assigned by ICNA Relief USA. Return or discard all information at the termination of the term with the board or committees.

Collaboration and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by the ICNA Relief USA board and committees, and formally register dissent as appropriate.

13. Promote collaboration, cooperation, and partnership among other organizations with similar goals.

Note: Same high standard of ethics is cascaded to all staff members, except they can be compensated.

Approved: ICNA Relief USA Board of Trustees, 9/6/2020