

Chi Phi Educational Trust

# CODE OF ETHICS

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*adopted by the Chi Phi Trust on June 12, 2009*

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As a nonprofit organization, the policy of the Chi Phi Educational Trust is to uphold the highest legal, ethical, and moral standards. Our donors and volunteers support the Trust because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. To these ends, we agree to the following:

1. We expect integrity, honesty, and trustworthiness in our work; courage in our decisions; and a dedication to values and beliefs of the Trust.
2. We will comply with all applicable laws and regulations, and we expect our Trustees, officers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect.
3. We expect responsible action on behalf of the organization and are accountable and transparent to our constituents and to one another. We share information when appropriate without sacrificing confidentiality.
4. We expect to be treated and to treat others with respect. We respect the opinions of and the differences among individuals.
5. We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.
6. We expect our actions to demonstrate our care for others and the community as a whole. We support each other in a humane manner. We care about the well-being of each other, the community, Chi Phi Trust and the Chi Phi Educational Trust.

In support of these standards of high ethical conduct, each officer, key staff member, and Trustee WILL NOT:

7. Deceive, defraud, or mislead Trustees, officers, staff members or those with whom the Trust has business or other relationships.
8. Misrepresent the Trust in any negotiations, dealings, contracts, or agreements.
9. Divulge or release any information of a proprietary nature relating to the Trust's plans, mission or operational databases without appropriate approval.
10. Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or Trustee by use of the organization's name.

11. Accept individual gifts of any kind in excess of \$100, in connection with the officer's, key staff member's or Trustee's relationship with the Trust. All other gifts are to be reported to the Trust Treasurer who shall divulge gifts received during the calendar year to the Executive Committee.
12. Withhold their best efforts to perform their duties to acceptable standards.
13. Engage in unethical business practices of any type.
14. Use Trust property, financial resources, or services of Trust personnel for personal benefit.
15. Violate any applicable laws or ordinances.

To honor the purpose and spirit of this policy, all Grand Trustees, officers and Trust staff shall review and acknowledge their understanding of this policy on an annual basis.

### **Acknowledgement**

I HEREBY CONFIRM that I have read and understand the Trust's Code of Ethics and will strive to uphold it to the best of my ability.

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Signature

Date