

Baton Rouge Community College Foundation (BRCCF)

Code of Conduct

The Code of Conduct of the Baton Rouge Community College Foundation ("Foundation") provides the guiding standards for our decisions and actions as members of the BRCCF. Although the Code can neither cover every situation in the daily conduct of our varied activities, nor substitute for common sense, individual judgment or personal integrity; it is the duty of each officer, director, employee, leased employee, student and agent ("Personnel") of the BRCCF to adhere, without exception, to the principles set forth herein. All Personnel of the BRCCF are subject to and shall comply with the terms of this Code of Conduct.

BRCCF Personnel, as defined above, shall comply with all applicable state and federal laws, regulations, and Foundation policies.

BRCCF Personnel shall conduct all activities in accordance with the highest ethical standards of the state, the community, and their respective professions, in a manner that upholds the Foundation's reputation and standing.

BRCCF Personnel have a duty to avoid conflicts of interest and may not use their positions or affiliation with the Foundation for personal benefit.

The Foundation shall provide equal opportunity and Personnel shall respect the dignity of all affiliates, donors, and personnel.

BRCCF Personnel must uphold the highest moral and ethical standards in the handling and expending of all donated funds.

BRCCF Personnel shall maintain proper accurate and complete records and a relationship of integrity with all donor sources.

All business practices of the Foundation and its Personnel shall be conducted with honesty and integrity.

BRCCF shall have proper regard for the health and safety of its Personnel and affiliates.

The Code of Conduct is the fundamental basis for the operation and activities of the Foundation.

How to Report a Suspected Violation of the Code

A suspected violation of the Code of Conduct may be reported with all pertinent information to your immediate supervisor. Such matters may also be reported directly to the Compliance Officer without fear of retaliation. Reports to the Compliance Officer may be anonymous and will be maintained on a confidential basis as allowed by law.

BATON ROUGE COMMUNITY COLLEGE FOUNDATION

Executive Summary

The heightened focus on nonprofit accountability in recent years has spurred calls for foundations and public charities to have adequate policies and procedures in place to ensure sound governance. In order for the Baton Rouge Community College Foundation to be fully compliant with the new Form 990 requirements, a Code of Conduct needs to be adopted.

Resolution

It is recommended that the Board of Directors of the Baton Rouge Community College Foundation adopt the following motion:

NOW, THEREFORE LET IT BE RESOLVED that the Board of Directors of the Baton Rouge Community College Foundation hereby approve and implement the Code of Conduct.

Chairman

Date