

Washington Women's Foundation Code of Conduct

Purpose

The Code of Conduct codifies Washington Women's Foundation's expectation of its Board of Directors, staff and volunteer leaders.

Annual Acknowledgment

Each Board member and staff member shall sign a copy of this Code of Conduct each year. Each new committee chair also shall be provided a copy of the Code of Conduct upon beginning her term as chair.

Reporting Procedure

Each Board member, officer, staff member, or member of the Foundation is encouraged to report in any suspected violation of the Code of Conduct. Reports must be made in writing and shall be delivered to the President of the Foundation or the Chair of the Board. The person receiving the report will acknowledge receipt and will immediately notify the President of the Foundation, the Chair, and the Vice Chair of the Board of Directors, unless such officer is the person making the report or is named in the report.

Reports will be kept confidential to the extent possible, consistent with the reporting requirements herein and with the need to conduct an adequate investigation.

Any person submitting a report must act in good faith and have reasonable grounds for believing the information disclosed in the report indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense, and the Board of Directors shall have the right to take any and all appropriate action to address the offense.

Responsibility of Board Chair and Authority of Board of Directors

The Board Chair is responsible for ensuring that all reports made hereunder are promptly and fully investigated and resolved. The Board of Directors retains the right to take any and all appropriate action to correct the misconduct by a member, Board member or the President of the Foundation including, but not limited to, termination of employment. The President shall have such authority, independent of the Board of Directors, with respect to any other member of the Foundation staff.

Review and Updating

The Code of Conduct will be reviewed periodically by the Governance Committee and any changes submitted to the Board of Directors for their approval.