

FOOTHILLS GATEWAY, INC.

Code of Ethics

This Code of Ethics has been adopted to promote and maintain the highest standards of personal and professional conduct of Foothills Gateway, Inc. (FGI) employees and members of the Board of Directors. Board of Directors Members and FGI's Executive and Management Teams will review and sign a copy of the Code of Ethics annually. Other FGI employees will review this Code of Ethics during their initial agency orientation.

Employees of Foothills Gateway, Inc. and Board of Directors members will:

- Support the agency mission statement in their job related duties and activities, and uphold Foothills Gateway's integrity;
- Pledge to maintain the confidentiality of the agency and the individuals we serve;
- Be expected to exercise good judgment, honesty and high ethical standards at all times;
- Adhere to the agency safe workplace statement and maintain a work environment free from intimidation, threats or violent acts;
- Report any form of sexual harassment that they may observe or be aware of to their supervisor, a member of the Executive Team, Management Team, Human Resources Director, or the Equal Employment Opportunity (EEO) officer;
- Abide by the drug-free workplace policy to ensure a safe and productive work environment at any Foothills Gateway, Inc. premises or work site;
- Be aware that unacceptable behavior, or the unauthorized use or removal, damaging, defacing, impairing or theft of Foothills Gateway, Inc. property and equipment will not be tolerated;
- Be responsible for safeguarding all organizational assets;
- Avoid any conflict of interest or any relationship, influence or activity that might impair our ability to make fair and credible decisions in the workplace;
- Purchase from reputable suppliers on the basis of value, quality and service, and conduct business in an open, honest and timely manner with no employee or Board Member personally profiting from a relationship with a supplier. Staff should not accept gifts of more than de minimis value (less than \$25), or cash and/or gift cards (of any amount) from vendors, individuals receiving services or families. In lieu of accepting gifts, donations shall be encouraged and directed to the agency;

- Provide an accurate record of all financial transactions, in conformity with generally accepted accounting principles, which fairly presents the agency's financial position and operating results;
- Respect the individuals we serve, co-workers, and community members and their ideas and opinions;
- Merit the trust, confidence and support of the public by being honest, fair, truthful, caring and respectful in all actions including public relations and marketing activities;
- Practice fundraising activities that are consistent with Foothills Gateway's mission, compatible with organizational capacity and respectful of donors' interests, and use resources in accord with the intentions of the funders;
- Develop good working relationships with staff and other agencies;
- Report any possible mistreatment, abuse, neglect, or exploitation of any individual receiving services;
- FGI will promote the recruitment of qualified persons with disabilities, provide reasonable accommodations to promote equal opportunities for participation throughout all levels of the organization, and will provide access or referral to social, legal, or economic advocacy resources to individuals receiving services whenever practicable;
- Abide by federal, state and local laws and state contract requirements;
- Abide by the agency policies and procedures;
- Personal Fund Raising: The solicitation of funds at Foothills Gateway program sites on behalf of a personal cause (i.e. selling Girl Scout cookies, raising funds for another cause/charity) by FGI Board Members, staff or persons served will be discouraged. Additionally, FGI will not ask individuals receiving services to sell items on behalf of the organization;
- Workplace Relationships: Foothills Gateway staff will maintain professional behavior with all co-workers, individuals receiving services, family members, and other constituents;
- Paperwork: Occasionally, Foothills Gateway staff may be asked to witness legal documents such as powers of attorney, guardianship, and advance directives. Foothills Gateway staff must review the Proxy Decision Makers or Guardian and Advance Directives procedures prior to witnessing legal documents;

- FGI Management encourages corporate citizenship by obtaining positions on local boards that address accessibility, housing, leisure pursuits, and employment for persons in need of human services or active involvement in community organizations such as chambers of commerce, rotary clubs, advisory committees, to name a few;
- Code of Ethics Violations: If someone reports a serious violation of Foothills Gateway's Code of Ethics, the agency's Whistleblower Protection Policy and Procedure will be followed, the allegation(s) will be investigated, and the timelines identified in the Whistleblower Policy and Procedure will be followed.

Printed Name

Signature

Date

6/99; ... 8/16; 10/16; 10/17



Board of Directors
Letter of Commitment
between

_____, Board member
and
Foothills Gateway, Inc.
(FGI)

The purpose of the following agreement is to outline the commitments of Board Membership for Foothills Gateway, Inc. It is understood that the obligations are not legally binding, but rather a public statement to Board members, management, staff and individuals served by Foothills Gateway, Inc. As feasible over my tenure as a board member of Foothills Gateway, Inc., it is agreed that I will:

- Attend no less than 75% of regular Board meetings;
- Uphold the Mission and Values of Foothills Gateway, Inc.;
- Chair/serve on a standing committee or special project committee;
- Make a personal contribution to the organization. (This is a gift that is significant to you and is confidential);
- Attend at least one fundraising event/community meeting related to FGI or the Foothills Gateway Foundation;
- Be an ambassador for FGI in an effort to educate the community and increase awareness about Foothills Gateway, Inc. and the Foundation by finding opportunities for FGI staff to make presentations to share our work and mission with others;
- Recommend potential candidates for Board membership;
- Secure volunteer, in-kind service, or material goods for FGI, when appropriate;
- Review and consider my capacity and willingness to make a planned gift or bequest to the Foothills Gateway Foundation;
- Actively assist with special events.

I acknowledge that I have read and understand the above expectations as a Board Member

Board Member _____ Date _____



RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1. The Board is responsible for setting the purpose and direction of the Corporation by establishing a vision statement, mission statement and goals. The Board will also assure that effective planning takes place to accomplish goals and will review progress and approve programs to assure consistency with the mission and goals.
2. The Board is responsible for hiring and supporting the Executive Team members (Chief Officers) and will review performance against the position descriptions and goals and make compensation adjustments as appropriate.
3. The Board is responsible for establishing policies and to delegate to the Executive Team the responsibility for the enforcement of those policies.
4. The Board will pursue the availability and monitor the utilization of resources for effective achievement of the Corporate mission and goals.
5. The Board will serve as a "Court of Appeals" as necessary to assure the needs of parents, staff and other constituent groups are being met after existing conflict resolution process have been exhausted.
6. The Board will:
 - a. Establish and update by-laws.
 - b. Select Board members.
 - c. Establish appropriate subcommittees.
 - d. Review its performance.
7. The Board is responsible for setting the necessary policies designed to maintain and enhance the organization's public image.

**FOOTHILLS GATEWAY, INC.
BOARD COMMITTEE CHARGES**

FISCAL AND PROPERTY MANAGEMENT COMMITTEE

Committee Charge:

- Review the budget and recommend approval of the budget to the Board.
- Review variances and recommend any corrective action for Board consideration.
- Undertake long-range financial planning and recommend any changes to the Board with possible inclusion in the strategic plan.
- Undertake quarterly review of financial reports and information.
- Review periodic financial audits and recommend accounting policies and practices as required.
- Review contracts as needed and appropriate.
- Review insurance for property and liability and make recommendations to the Board.
- Monitor the condition of physical assets and recommend budgetary funding of repairs, improvements and replacements as required.

Documents, Reports and other information:

- Annual Budget.
- Monthly & Quarterly Financial Highlights.
- Financial Audit Reports.
- Contracts, including leases and insurance policies as needed.
- Reports, legislative, statutory or rules of financial nature.

EXECUTIVE COMMITTEE

(This committee is made up of the President, Vice President, Immediate Past President, Treasurer, Secretary, and the Executive Team with a non-voting status).

Committee Charge:

- Make recommendations to the full Board on the monitoring of the organization's programs and services and insure that they are consistent with the Mission Statement and the organization's purpose.
- Facilitate the process regarding the hiring, supervising and reviewing the job performance of the Executive Team members and make recommendations as appropriate to the full Board.
- Set the agenda for monthly Board Meetings.
- Perform any other duties as outlined in the organization's By-laws.
- Act as the Board's Nominating Committee by reviewing Board Membership Applications, conducting interviews and making recommendations to the full Board.
- Perform exit interviews for outgoing Board Members and report any significant findings or trends to the full board for review/discussion.

Documents, Reports and other information:

- Executive Team Evaluation reports
- Board Evaluation reports
- Board Membership Application Form
- Board Exit Interview Form
- Other

LEGISLATIVE AFFAIRS COMMITTEE

Committee Charge:

- Monitor legislative issues of city, county, state and national concern and address audiences accordingly.
- Discuss concerns with the Executive Team, legislative or political.
- Enlist and encourage board members, families, parents, and foundation members to voice their opinions to legislature and encourage FGI Board Members to become the public face of Foothills Gateway, Inc.
- Legislative information will be shared in its entirety to this committee.
- Periodically meet with state and local elected officials

- Advise and assist the full Board in networking with other CCBs.
- Advise and recommend to the full Board on positions and opinions on issues on which the Board has ability to take a position.
- Collaborate with advocacy and other service organizations where appropriate.

Documents, Reports and other information:

- Regulatory Reports and Mandates
- Current and Proposed Legislative Bills, Directives, etc.
- Other

JOINT RESOURCE COMMITTEE
(members of both FGI and FG Foundation Boards)

Committee Charge:

- Assist in the review of existing policies and the development of necessary policies relative to the solicitation and acceptance of donations and fund development.
- Assist in the review of existing policies and the development of any new policies designed to maintain and enhance the organizations' public images.
- Coordinate, plan, and spearhead a "joint meeting" at least once per year to:
 - 1) Review the agreed upon lists of roles & responsibilities
 - 2) Review the Memorandum of Understanding
 - 3) Review the Strategic Plan
- Work with the staff and Event Planner in reviewing existing fundraising events and developing plans for new fundraising activities.
- Review and look for opportunities in educating the community in the purpose, functions and value of Foothills Gateway as an organization and in promoting community inclusion for the individuals served by Foothills Gateway to the community.
 - 1) Public Education Materials, Agency Brochures, etc.
 - 2) Cultivate "Media" Contacts
 - 3) Assist with presentations at local service club meetings
- Monitor, assist and coordinate, where appropriate, project plans, materials, etc. associated with fund raising activity to maintain "consistency" with respect to the Foothills Gateway, Inc. community relations approach.
- Act as the Board's central "clearinghouse" and coordinators of information flow related to the following:
 - 1) Foothills Gateway Annual Calendar of Events
 - 2) Program updates/changes
 - 3) Local Relationships - "Neighborhood" relationships
 - 4) Primary Support Groups
 - Foothills Gateway Foundation
 - Foothills Service League
 - Ft. Collins Service League
 - etc.

Documents, Reports and other information:

- The Needs List
- Memorandum of Understanding
- Strategic Plan
- Brochures, public relations project plans, etc.



Conflict of Interest

It is in the best interest of Foothills Gateway, Inc. and the individuals it serves to be aware and properly manage all conflicts of interest and appearances of a conflict of interest, in accordance with the goals of accountability and transparency. Therefore, it is the policy of Foothills Gateway, Inc. that no member of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Foothills Gateway, Inc. Each board member shall disclose to Foothills Gateway, Inc. any personal interest that he/she may have in any matter pending before Foothills Gateway, Inc. and shall refrain from participation in any decision on such matters. Each board member shall refrain from any business or personal activities or practices that would be in conflict with Foothills Gateway, Inc.'s full performance of its contractual obligations.

Any member of the Foothills Gateway, Inc. Board of Directors, any of its committees, and employees shall refrain from obtaining any list of Foothills Gateway, Inc. staff, families, or vendors for personal or private solicitation purposes at any time during the term of their affiliation.

7/01;... 10/14; 8/17

Confidentiality

It shall be the policy of Foothills Gateway, Inc. that every person receiving or seeking services has the same legal rights and responsibilities as other individuals including the right to have the information concerning the person be handled in a confidential manner.

It is the practice of Foothills Gateway, Inc. that members of the Foothills Gateway, Inc. Board of Directors, any of its committees, or employees and contractors are responsible for maintaining the confidentiality of all privileged information to which they are exposed, whether this information involves a person with disabilities, family of a person with disabilities, staff or volunteers, or any overall agency business.

I have read and understand the above statements of Conflict of Interest and Confidentiality. While working with the Foothills Gateway, Inc. Board of Directors, I agree to abide by these statements.

Signature: _____ Date: _____

6/13; 7/15; 11/17