



## Code of Ethics

The Lander Foundation is committed to the highest ethical standards. Indeed, based on the unique trust placed in The Lander Foundation to serve the University, we have a special obligation to act ethically. The success of Lander University and our reputation depend upon the ethical conduct of everyone affiliated with The Lander Foundation. Volunteers, staff, and representatives set an example for each other, and for The Lander Foundation, by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

This Code of Ethics is based on our mission and guided by our fundamental purpose: ***Receive, Manage, and Invest gifts for the welfare of Lander University.*** We are mindful that this mission must be clearly articulated, communicated and continuously reinforced. In addition, more detailed policies, guidelines, explanations, definitions and examples are often needed to bring this mission into actual practice. While no document can anticipate all of the challenges that may arise, the Code communicates key guidelines and will assist The Lander Foundation volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have with a Lander Foundation employee.

### 1. PERSONAL AND PROFESSIONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance, quality, service and achievement in working towards the mission of The Lander Foundation.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and minority opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

### 2. ACCOUNTABILITY

The Lander Foundation is responsible to its stakeholders, which include Lander University, donors and others who have placed faith in us. To uphold this trust we:

- Promote good stewardship of Foundation resources, including membership fees, grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Observe and comply with all laws and regulations affecting The Lander Foundation.

### 3. SOLICITATIONS AND VOLUNTARY GIVING

The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.

### 4. DIVERSITY AND EQUAL OPPORTUNITY

The Lander Foundation is an equal opportunity employer and is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of Lander Foundation activities and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- Refuse to engage in or tolerate in any other form of discrimination or harassment.

### 5. CONFLICTS OF INTEREST

To avoid any conflict of interest or the appearance of a conflict of interest, which could tarnish the reputation of The Lander Foundation as well as undermine the public's trust in all Lander University, staff and representatives:

- Avoid any activity or outside interest, which conflicts or appears to conflict with the best interest of The Lander Foundation, including involvement with a current or potential Lander Foundation donor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by *The Lander Foundation Executive Director and Executive Committee*.
- Ensure that outside employment and other activities do not adversely affect the performance of their Lander Foundation duties or the achievement of the Foundation's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of The Lander Foundation and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of Lander Foundation duties, including food, transportation, lodging or entertainment unless directly related to The Lander Foundation business, except for promotional items of nominal value.
- Refrain from influencing the selection of staff, consultants or donors who are relatives or friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.

### 6. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We therefore:

- Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their Lander Foundation duties.

**The Lander Foundation Board of Directors:**

- Should not knowingly take any action, or make any statement, intended to influence the conduct of The Lander Foundation in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.

**GUIDANCE AND DISCLOSURE**

Volunteers, staff, and representatives are encouraged to seek guidance concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Directors should contact a Lander Foundation employee. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.
- Retaliation against a person who suspects and reports a Breach in good faith will be treated as an independent breach of the Code.
- The Lander Foundation affirms prompt and fair resolution of all reported breaches.

### **Code of Ethics Certificate**

I acknowledge that I have received and read my personal copy of The Lander Foundation Code of Ethics. I understand that each Lander Foundation volunteer, staff member and representative is responsible for adhering to the principles and standards of the Code of Ethics, and I confirm that I have conducted myself in accord with the principles and standards of the Code. The certification process is *mandatory* for ***Lander Foundation staff and members of the Board of Directors.***

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PRINTED NAME

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SIGNATURE

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DATE