

Extracted from the Administrative Manual – YMCA of San Diego County
Code of Conduct and Ethics
Last reviewed on January 17, 2013

Ethical business conduct is a key element in maintaining the continued success of the YMCA of San Diego County. Our organization's values indicate that we will act with caring, honesty, respect, and responsibility. Our organization's reputation is built on the personal integrity and performance of each of us. We should not compromise on compliance with the law or our ethical conduct standards in dealing with others in the pursuit of success. We will not tolerate unethical behavior.

Baron Herdelin-Doherty
President and Chief Executive Officer

1. Purpose and Applicability

This code sets forth written standards that are designed to deter wrongdoing and to promote:

- Honest and ethical conduct.
- Full, fair, accurate, timely, and understandable disclosure in public communications.
- Compliance with laws, rules, and regulations.
- Prompt internal reporting of violations of this code.
- Accountability for adherence to this code.

This code applies to each member of the board of directors, officers, and management staff of YMCA of San Diego County (YMCA). It supplements the staff code of conduct which is applicable to all employees and program volunteers of the YMCA of San Diego County.

For the purposes of this code, the terms "management staff," "management," and "member of management" are defined as all YMCA Corporate Office exempt staff, branch and department executive directors, associate executive directors, and executive managers.

2. Encouraging Ethical Behavior

Directors, officers, and management are expected to observe and promote high standards of integrity and ethical behavior in the conduct of YMCA's business. Officers and other management staff should actively encourage all employees to talk to supervisors and other appropriate organization personnel when in doubt about the best course of action in a particular situation. They should also actively encourage all employees to report violation of laws, rules, or regulations or other unethical conduct to appropriate YMCA personnel. In addition, they should assure employees that the YMCA will not permit retaliation for reports that are made in good faith.

3. Standards of Conduct

a. Fair Dealing

Directors, officers, and management should endeavor to deal fairly with YMCA's members, participants, donors, suppliers, competitors, employees, and volunteers, and should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair-dealing practice.

b. Fundraising

When raising funds for the YMCA, directors, officers, and management are expected to always be truthful in solicitation materials and presentations. The YMCA will respect the privacy concerns of individual donors and expend funds consistent with donor intent. YMCA will disclose and make available all important and relevant information to potential donors.

c. Organization Opportunities

Directors, officers, and management owe a duty of loyalty to the YMCA to advance its legitimate interests when the opportunity arises. They are prohibited from:

- Taking for their personal benefit opportunities that are discovered through the use of YMCA property, information, or position.
- Using YMCA property, information, or position for personal gain.
- Competing with YMCA.

d. Protection and Proper Use of YMCA Assets

Directors, officers and, management should endeavor to protect YMCA's assets and ensure their efficient use.

e. Confidentiality

Directors, officers, and management should maintain the confidentiality of information entrusted to them by the YMCA, except where disclosure is authorized or legally mandated. Confidential information includes all nonpublic information that might prove harmful if disclosed.

f. Compliance with Law, Rules and Regulations

Directors, officers, and management should comply and cause the YMCA to comply with all applicable laws, rules and regulations relating to the YMCA.