

Starfish Project

Code of Ethics

The Starfish Project, Inc. is committed to the highest ethical standards. The success of our Starfish Project, Inc depends upon the ethical conduct of everyone affiliated with us. This Code establishes key guidelines to assist our volunteers, agencies and board in making good decisions that are ethical and in accordance with applicable legal requirements.

1. Personal and Professional Integrity and Good Judgment
 - We will strive to meet the highest standards of performance, quality, service and achievement in working towards our mission.
 - We will communicate honestly and openly and avoid misrepresentation.
 - We will promote a working environment where honesty and open communication are valued.
 - We will exhibit respect and fairness toward all those with whom we come into contact.
 - We will support the Starfish Project to the best of our ability and good judgment.
2. Accountability
 - We will promote good stewardship of Starfish Project, Inc. resources that are used to pay operating expenses and participant funding.
 - We will observe and comply with all laws and regulations affecting Starfish Project, Inc.
 - We will observe and comply with our constitution, by-laws and other policies and procedures.
3. Solicitations and Voluntary Giving
 - We will promote voluntary giving in dealing with donors.
 - We will refrain from any use of coercion in fundraising activities.
 - We will refrain from any fundraising activities or solicitations from organizations that conflict with our mission or the individuals we represent.
4. Conflicts of Interest

Starfish Project, Inc. Board Members and staff will:

 - Avoid any activity or outside interest which conflicts or appears to conflict with the best interests of our Starfish Project, Inc., including involvement with a current or potential Starfish Project, Inc. vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the Starfish Project, Inc. Executive Committee.

Starfish Project, Inc. volunteers will:

 - Not knowingly take any action, or make any statement, intended to influence the conduct of our Starfish Project in such a way to confer any financial benefit to 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 to the Board of Directors or Executive Committee member and any Starfish Project committee upon which they serve.
5. Confidentiality
 - We will ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.

Volunteers, Board and staff are encouraged to seek guidance from the full Board of Directors or Executive Committee concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed to the Executive Committee or one of its members for investigation to a prompt and fair resolution.

**Starfish Project, Inc.
Code of Ethics
Signature and Disclosure Form**

I _____, received the Starfish Project, Inc.
(Name)

Code of Ethics on _____. I have reviewed the guidelines established
(Date)

through the Code and agree that our Starfish Project, Inc. is committed to the highest ethical standards. I also agree that the success of our Starfish Project, Inc. depends upon the ethical conduct of everyone affiliated with us, and that this Code establishes key guidelines to assist our volunteers, board and staff in making good decisions that are ethical and in accordance with applicable legal requirements. I accept these standards and guidelines and will adhere to them during my affiliation with Starfish Project, Inc.

I also understand that we deal with confidential information regarding our donors, funding sources and funded participants and I will not disclose information to the public.

(Signature)

(Date)

Below is a list of the organizations I am currently affiliated with that may have a conflict or potential conflict of interest with my service to the Starfish Project, Inc.:

Organization

Relationship

