



## Code of Ethics

### Preamble

Better Basics works to eradicate illiteracy in Central Alabama. To do this, we are devoted to working with each other and our communities, governments, corporations, and other groups in the most ethical manner. The Better Basics code of ethics affirms this commitment.

This document outlines the ethical foundations that we follow at Better Basics. Our commitment to being accountable, excellent, respectful, good stewards and full of integrity, as seen in our values statement, is what directed the creation of these foundations. All board members, staff, certified Better Basics teachers, volunteers and any Better Basics affiliates must follow this document and encourage each other in this endeavor. There are possible consequences attached to not following the Better Basics Code of Ethics. This document references how Better Basics handles critical ethical areas and does not encompass all the situations where ethical conduct is required.

### Code of Ethics

#### *I. Conflicts of Interest*

- a. We exclusively seek what will benefit Better Basics and communicate any incompatible interests we have or might have to our supervisor.
- b. We conduct all business and activities fairly and justly with everyone.
- c. We do not accept or offer real or perceived bribes or anything that could be perceived as such.

#### *II. Equity*

- a. We seek out the educationally disadvantaged in society and raise them up.
- b. We are respectful to everyone equally.
- c. We only involve ourselves with initiatives or organizations that do not conflict with our diversity, equity and inclusion policy.

### *III. Fundraising*

- a. We communicate with donors and volunteers in an honest and reliable manner.
- b. We correct ourselves to a potential or current donor or volunteer to the best of our ability if we find out that we did not share accurate information with them.
- c. We commit to following any rules and stipulations attached to the money we receive and do not accept if following these rules would violate any rules or ethics we must follow.

### *IV. Financial Data*

- a. We use our financial resources exclusively to advance our mission and for the reason it was given to us.
- b. We report financial data completely, accurately and on time.
- c. We are completely transparent with financial data.

### *V. Legal Responsibilities*

- a. We follow every stipulation required by any government over us and what they intend to communicate.
- b. Whenever any rule we must follow seems unclear, we ask for clarification from the best source of knowledge.

### *VI. Mistreatment*

- a. We uphold the dignity of everyone we encounter.
- b. We are respectful and kind towards others regardless of status or position.
- c. We do not practice abusive treatment and harassment.

### *VII. Educational Data*

- a. We report all the education and program-related data we collect.
- b. We report all education and program-related data accurately and completely.
- c. We update our data promptly.
- d. We use our educational data to guide program formation and implementation.

### *VIII. Integrity*

- a. We show nonprofit literacy education ethics always to the greatest degree.
- b. We keep every promise we make and tell the truth to everyone.
- c. We always choose the most ethical option.
- d. We communicate any possible or confirmed Better Basics code of ethics violation to the correct entity.

*IX. Governmental Relations*

- a. We do not align ourselves or look like we align ourselves as an organization with a political party through any means.
- b. We are transparent, accurate, complete and prompt throughout the public grant application and approval process.
- c. We follow all rules required during the public grant application and approval process.
- d. We use public grant resources properly.

*X. Privacy*

- a. We make sure the privacy of the children and families that we serve is upheld.
- b. We acquire the proper approval before taking pictures, recording, or disclosing private information about any children or families we serve.