

## CODE OF ETHICS

### Mission

The mission of Sustainable Westchester is to coordinate and implement energy efficiency, conservation, and sustainability efforts by and among residents and local governments in Westchester County, New York.

### Code of Ethics

Given its mission, Sustainable Westchester has adopted this Code of Ethics ("Code") to guide its board members, committee members, staff and volunteers in their conduct when acting on behalf of Sustainable Westchester. This Code contains broad principles reflecting the types of behavior Sustainable Westchester expects towards constituents, donors, employees, peers and the public.

This Code is not intended as a stand-alone policy; it does not embody the totality of Sustainable Westchester's ethical standards, nor does it answer every ethical question or issue that might arise. Rather, this Code is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority.

This Code will be reviewed periodically.

Board members, committee members and staff should:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission.
2. Strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.
3. Contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.
4. Respect the confidentiality of sensitive information about Sustainable Westchester, its members, constituents, donors, board and employees.
5. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all of our operations.
6. For the board of directors, provide credible and effective oversight to the organization's work without personal bias.
7. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some benefit from Sustainable Westchester in return, other than occasional gifts of nominal value that are in keeping with good business ethics. To that end, offers of gifts in excess of \$100 shall be promptly reported to the board chair(s) of the board of directors.



8. Abide by the governing documents and policies of Sustainable Westchester.
9. Be accountable for adhering to this Code of Ethics.
10. Implement and follow a Conflict of Interest Policy as required by the New York State Nonprofit Revitalization Act.
11. Act at all times in accordance with the highest ethical standards and in the best interest of Sustainable Westchester, its members, constituents, donors and reputation.
12. Act openly and honestly.
13. Honor our commitments and promises to the best of our abilities.
14. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
15. Not be deceptive in our fundraising activities or in prospecting for new members to join Sustainable Westchester.
16. Not lobby with the intent to influence individual candidates.

#### Compliance, Monitoring and Reporting

The Executive Committee of Sustainable Westchester is responsible for communicating this Code of Ethics to all members of the board of directors, committee members, staff, and volunteers and for ensuring its adherence at all times.

Ratified by Sustainable Westchester Board of Directors on March 31, 2015.

(Adapted from the Colorado Association of Nonprofits)

