



CODE OF ETHICS 2016-2017

Personal and Professional Integrity

All staff, board members and volunteers of the Cathedral Arts Project, Inc., act with honesty, integrity and openness in all their dealings as representatives of the organization. The Cathedral Arts Project promotes a working environment that values respect, fairness and integrity.

Mission

The Cathedral Arts Project has a clearly stated mission and purpose, approved by the board of directors, in pursuit of the public good. All its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and of value to the society at large.

Governance

The organization has an active governing body in the board of directors that is responsible for setting the mission and strategic direction of the Cathedral Arts Project and oversight of its finances, operations and policies. The board of directors:

- Ensures its members have the requisite skills and experience to carry out their duties and all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- Has a conflict of interest policy that ensures any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Is responsible for the hiring, firing and regular review of the performance of the President & CEO, and ensures the compensation of the President & CEO is reasonable and appropriate;
- Ensures the President & CEO and appropriate staff provide the board of directors with timely and comprehensive information so the governing body can effectively carry out its duties;
- Ensures the organization conducts all transactions and dealings with integrity and honesty;
- Ensures the organization promotes working relationships with board members, staff, volunteers and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures policies of the organization are in writing, clearly articulated and officially adopted;
- Ensures the resources of the organization are responsibly and prudently managed; and
- Ensures the organization has the capacity to carry out its programs effectively.

Legal Compliance

The Cathedral Arts Project is knowledgeable of and complies with all laws, regulations and applicable international conventions.

Responsible Stewardship

The Cathedral Arts Project manages its funds responsibly and prudently, as per the following considerations:

- Spends a reasonable percentage of its annual budget on programs in pursuit of its mission;
- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff and other expenditures critical to professional management;
- Compensates staff, and any others who may receive compensation, reasonably and appropriately;
- Has reasonable fundraising costs;
- Does not accumulate operating funds excessively;
- Establishes an endowment from which it will prudently draw funds consistent with donor intent and to support the public purpose of the organization;
- Ensures all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and
- Provides financial reports that are factually accurate and complete in all material respects.

Openness and Disclosure

The Cathedral Arts Project provides comprehensive and timely information to the public, media and all stakeholders and responds in a timely manner to reasonable requests for information. All information about the organization fully and honestly reflects its policies and practices. Basic informational data about the Cathedral Arts Project, such as the Form 990, reviews and compilations, and financial statements will be available to the public. All solicitation materials accurately represent the organization's policies and practices and reflect the dignity of program beneficiaries. All financial, organizational and program reports will be complete and accurate in all material respects.

Program Evaluation

The Cathedral Arts Project regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The Cathedral Arts Project is responsive to changes in its field of activity and to the needs of its constituencies.

Inclusiveness and Diversity

The Cathedral Arts Project has adopted a diversity policy and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. The organization takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

Fundraising

In raising funds from the public or from donor institutions, the Cathedral Arts Project is truthful in its solicitation materials. The organization respects the privacy concerns of individual donors and expends funds consistent with donor intent. The Cathedral Arts Project discloses important and relevant information to potential donors.

In raising funds, the Cathedral Arts Project will respect the rights of donors to:

- Be informed of the mission of the Cathedral Arts Project, the way resources will be used and the organization's capacity to use donations effectively for their intended purposes;
- Be informed of the identity of those serving on the board of directors and expect the board to exercise prudent judgment in its stewardship responsibilities;
- Have access to the organization's most recent financial reports;
- Be assured their gifts will be used for the purposes for which they were given;
- Receive appropriate acknowledgement and recognition;
- Be assured that information about their donations is handled with respect and confidentiality to the extent provided by the law;
- Expect all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- Be informed of whether those seeking donations are volunteers, employees of the Cathedral Arts Project or hired solicitors;
- Have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and
- Feel free to ask questions when making a donation and receive prompt, truthful and forthright answers.