



Policy TITLE:	The NELAC Institute Code of Ethics
Policy NO.:	1-125
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Program	Administration

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This Code of Ethics applies to the governance and operation of The NELAC Institute (TNI). TNI Policy 1-107 describes the conditions by which individuals may serve as members of TNI or members of a TNI committee.

I. Personal and Professional Integrity

All staff, board members and volunteers of TNI act with honesty, integrity and openness in all their dealings as representatives of TNI. TNI promotes a working environment that values respect, fairness and integrity.

II. Mission

TNI has a clearly stated mission and purpose, approved by the Board of Directors, in pursuit of the public good. All of 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.

III. Governance

TNI has an active governing body, the Board of Directors, that is responsible for setting the mission and strategic direction of the organization and overseeing the finances, operations, and policies of the organization. The Board of Directors:

- Ensures that its Directors have the requisite skills and experience to carry out their duties and that 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 that 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 Executive Director, and ensures that the compensation of the Executive Director is reasonable and appropriate;
- Ensures that the Executive Director and appropriate staff provide the Board with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- Ensures that the organization promotes working relationships with Directors, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;

- Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that policies of the organization are in writing, clearly articulated and officially adopted;
- Ensures that the resources of the organization are responsibly and prudently managed; and,
- Ensures that the organization has the capacity to carry out its programs effectively.

IV. Legal Compliance

TNI is knowledgeable of and complies with all laws, regulations and applicable international conventions.

V. Responsible Stewardship

TNI manages its funds responsibly and prudently. This includes the following considerations:

- A reasonable percentage of TNI's annual budget is expended on programs in pursuance of its mission;
- An adequate amount of funding is provided on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Staff, and any others who may receive compensation, are compensated reasonably and appropriately;
- Operating funds are not accumulated excessively;
- All spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

TNI provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization fully and honestly reflects the policies and practices of the organization. Basic informational data about the organization, such as the Internal Revenue Service Form 990, reviews and compilations, and audited financial statements are posted on the TNI website. All solicitation materials accurately represent the organization's policies and practices and reflect the dignity of program beneficiaries. All financial, organizational, and program reports are complete and accurate in all material respects.

VII. Program Evaluation

TNI 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. TNI is responsive to the needs of its constituencies.

VIII. Inclusiveness and Diversity

TNI promotes inclusiveness and its staff, Directors 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.

IX. Grants, Membership Dues and Other Donations

In raising funds from the public, TNI respects the rights of members, contributors, and donors to be informed of the mission of the organization, the way resources will be used and be assured dues and donations are used for the purposes for which they were given. To that end, TNI allows members and donors:

- To be informed of the identity of those serving on the organization's Board and to expect the Board to exercise prudent judgment in its stewardship responsibilities;

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- To have access to the organization's most recent financial reports;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

X. References

Statement of Values and Code of Ethics for Nonprofit and Philanthropic Organizations. Available at: <https://www.independentsector.org/>

Policy Approved Changes

Revision No.	Effective Date	Description of Change
0	5/17/10	This was originally a stand-alone document with no number
0.1	6/15/18	Converted original document into a policy.