



The Blue Atlas Project Ethical and Conduct Guidelines

The Blue Atlas Project is a 501(c)3 non profit registered in the United States. Blue Atlas (BA) is chiefly dedicated to working in disaster-stricken areas to provide infrastructure for systems contributing to food security. We respond to needs, create culturally aware approaches, and empower community members to control their food system. We believe that each individual, family, and community deserve to locally grown, inexpensive, nutritious food.

The Code of Ethics for The Blue Atlas Project:

1. **Personal and Professional Integrity:** All staff, board members and volunteers of the organization act with honesty, integrity and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness, and integrity.
2. **Mission:** The organization 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.
3. **Governance:** The organization has an active Board of Directors responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization.

The Board or Directors and Operational Management will:

- a. Ensures all personnel representing BA has the requisite skills and experience to carry out their duties and that all members understand and fulfill their duties acting for the benefit of the organization and its purpose;
- b. 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;
- c. Ensures that the organization conducts all transactions and dealings with integrity and honesty;
- d. Ensures the organization promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- e. Ensures that the organization is fair and inclusive in hiring and promotion policies and practices for all board, staff and volunteer positions;

- f. Ensures that policies of the organization are in writing, clearly articulated and officially adopted;
- g. Ensures that the resources of the organization are responsibly and prudently managed; and,
- h. Ensures that the organization has the capacity to carry out its programs effectively.

4. Legal Compliance The organization is knowledgeable of and complies with all laws, regulations, and applicable international conventions.

5. Responsible Stewardship: The organization and its subsidiaries manage their funds responsibly and prudently. This should include the following considerations:

- a. It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- b. It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- c. The organization compensates staff, and any others who may receive compensation, reasonably and appropriately;
- d. Organizations that solicit funds have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- e. Organizations do not accumulate operating funds excessively;
- f. Organizations with endowments (both foundations and public charities) prudently draw from endowment funds consistent with donor intent and to support the public purpose of the organization;
- g. Organizations ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization;
- h. All financial reports are factually accurate and complete in all material respects.

6. Openness and Disclosure: The organization 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 will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews, and compilations, and audited financial statements will be posted on the organization's website or otherwise available to the public.

Allsolicitation materials accurately represent the organization’s policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

7. Program Evaluation: The organization 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 mechanism to promote learning from its activities and the field. The organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

8. Inclusiveness and Diversity: The organization has a policy of promoting inclusiveness 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.

9. Fundraising: BA raises funds from the public or from donor institutions and are truthful in allsolicitation materials. BA respect the privacy concerns of individual donors and expend funds consistent with donor intent. BA discloses important and relevant information to potential donors. In raising funds from the public, BA will respect the rights of donors, as follows:

- a. To be informed of the mission of the organization, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- b. To be informed of the identity of those serving on the organization’s governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- c. To have access to the organization’s most recent financial reports;
- d. To be assured their gifts will be used for the purposes for which they were given;
- e. To receive appropriate acknowledgement and recognition
- f. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- g. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- h. To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- i. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,

- j. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The Blue Atlas Project Code of Conduct

Participation in the organization's programs is subject to the observance of the organization's rules and procedures.

BA has no tolerance for the activities outlined below. Any participant or staff member who violates this Code is subject to discipline, up to and including removal.

- Abusive language towards a beneficiary, staff member, volunteer or another participant.
- Possession or use of alcoholic beverages or illegal drugs on BA's property, project or reporting to the project while under the influence of drugs or alcohol.
- Bringing onto BA's property, project or work area any dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items.
- Discourtesy or rudeness to a fellow participant, staff member, beneficiary or volunteer.
- Verbal, physical or visual harassment of another participant, staff member, beneficiary or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Failure to follow any agency policy or procedure.
- Bullying or taking unfair advantage of anyone.
- Failing to cooperate with a supervisor/leader/mentor.

I have read and I understand BA's Ethical Standards and Code of Conduct. I agree to abide by the concepts, and expectations described above.

Signature _____

Date _____