



AOC Educational Foundation

OpMan 15 – Foundation Code of Ethics

Draft: Sept 2025

1. **PURPOSE:** To ensure the AOC Educational Foundation, its staff, volunteers, and representatives comply with all laws and regulations governing its domestic and international charitable operations and to conduct its affairs in keeping with the highest moral, legal, and ethical standards.
2. **AUTHORITY:** The Foundation Code of Ethics states explicitly those actions which individuals acting on behalf of the Foundation agree to take in support of this policy, including reporting actual or possible violations of ethical and professional conduct. It is a framework intended to guide conduct and the critical appraisal of conduct in situations that have ethical implications. Adherence to the Code of Ethics is the responsibility of all Foundation representatives.

The Ethics Committee shall review all complaints, questions, and recommendations regarding actual or possible violations of this Code. Complaints should be in writing and addressed to the Executive Director, who will forward copies to the Executive Committee and Ethics Committee

3. **RESPONSIBLE PARTY:** The Foundation Board of Governors is responsible for ensuring that staff, volunteers, and representatives of the Foundation conduct operations in accordance with the highest ethical standards. The Ethics Chair (or designated committee) shall serve as the action agent for the Board in satisfying this responsibility.
4. **OPERATIONS:** A copy of the attached “Code of Ethics for the AOC Educational Foundation Board of Governors” shall be executed annually by each active Board member, employee, and volunteer to become a permanent record of the Foundation. As a charitable organization, we recognize our obligation to serve the public with sincerity and integrity. We commit ourselves to the highest ethical and professional conduct, which includes, but is not limited to:

Core Principles

- A. Integrity: Acting honestly and transparently in all Foundation activities.
- B. Accountability: Using Foundation resources responsibly and for the public benefit.
- C. Compliance: Adhering to all IRS regulations governing 501(c)(3) organizations, including restrictions on political activity and lobbying.
- D. Respect: Treating all individuals with dignity and fairness, regardless of background.
- E. Stewardship: Protecting donor intent, maintaining confidentiality, and ensuring responsible use of funds.

Ethical Commitments

- A. Avoiding conflicts of interest and disclosing any potential or perceived conflicts to the Executive Director.
- B. Refraining from engaging in political campaigning or partisan activities.
- C. Ensuring that all fundraising and donor communications are truthful and not misleading.
- D. Maintaining confidentiality of sensitive information, including donor and beneficiary data.
- E. Refusing gifts or favors that could influence decision-making, except for nominal promotional items or culturally appropriate gestures, which must be reported to the Executive Director.
- F. Reporting suspected violations of ethics, law, or safety standards to the Executive Director.



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Board-Specific Guidelines

- A. Acting in the best interest of the Foundation and its charitable mission.
- B. Avoiding the use of Foundation information or resources for personal gain.
- C. Representing the Foundation positively in all external engagements.
- D. Participating in ethics training and signing this Code annually.

5. **DEFINITIONS:**

Error: An unintentional deviation from accuracy or truth in the conduct of Foundation activities, including reporting, communications, or program delivery.

Fraud: A deliberate deception intended to result in personal or organizational gain at the expense of the Foundation's integrity, donors, or beneficiaries.

Plagiarism: The use of another's intellectual property, including educational or promotional materials, without proper acknowledgment.

Misconduct: Any behavior that violates legal, ethical, or professional standards, including dishonesty, misrepresentation, or actions that compromise the Foundation's mission or public trust.