

United Arts of Central Florida

Statement of Values and Code of Ethics

Adopted January 27, 2005

Statement of Values

Any code of ethics is built on a foundation of widely shared values. The values of the United Arts of Central Florida include:

- Commitment to the public good by enhancing lives through arts and culture;
- Accountability to the public;
- Commitment beyond the law;
- Respect for the worth and dignity of individuals;
- Inclusiveness and social justice;
- Respect for pluralism and diversity
- Transparency, integrity and honesty;
- Responsible stewardship of resources; and,
- Commitment to excellence and to maintaining the public trust.

These values lead directly to the Code of Ethics for United Arts of Central Florida that follows. The values inform and guide the actions that the organization through its trustees, directors and staff should take in developing their policies and in forming their practices.

The Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers will act with honesty, integrity and openness in all their dealings as representatives of the organization. United Arts of Central Florida promotes a working environment that values respect, fairness and integrity.

II. Mission

United Arts of Central Florida will maintain a clearly stated mission and purpose, approved by the board of directors, which is in pursuit of the public good. All of its programs will support that mission and all who work for or on its behalf will understand and be loyal to that mission and purpose. The mission will be responsive to the constituency and communities served and of value to the society at large.

III. Governance

United Arts of Central Florida will maintain an active governing body responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies. The governing body will:

- Ensure that its trustees and board members 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;
- Have 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; and
- Be responsible for the hiring, firing, and regular review of the performance of the chief executive officer, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
- Ensure that the CEO and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensure that the organization conducts all transactions and dealings with integrity and honesty;
- Ensure that the organization promotes working relationships with trustees, board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensure that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensure that policies of the organization are in writing, clearly articulated and officially adopted;
- Ensure that the resources of the organization are responsibly and prudently managed; and,
- Ensure that the organization has the capacity to carry out its programs effectively.

IV. Legal Compliance

United Arts of Central Florida will be knowledgeable of and comply with all laws, regulations and applicable international conventions.

V. Responsible Stewardship

United Arts of Central Florida will manage its funds responsibly and prudently. In doing so, it will:

- Spend a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Spend an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Compensate staff, and any others who may receive compensation, reasonably and appropriately;
- Have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Not accumulate operating funds excessively and manage any deficits appropriately;
- Prudently draw from any endowment funds consistent with donor intent and to support the public purpose of the organization;

- Ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- See that all financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

United Arts of Central Florida will provide comprehensive and timely information to the public, the media, and all stakeholders and be 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. All solicitation materials will 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.

VII. Program Evaluation

United Arts of Central Florida will regularly review program effectiveness and have 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 organization will be responsive to changes in its field of activity and is responsive to the needs of its constituencies.

VIII. Inclusiveness and Diversity

United Arts of Central Florida will maintain 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.

IX. Fundraising

United Arts of Central Florida, in raising funds from the public or from donor institutions will be truthful in its solicitation materials. It will respect the privacy concerns of individual donors and expend funds consistent with donor intent. It will disclose important and relevant information to potential donors.

In raising funds from the public, United Arts of Central Florida will respect the rights of donors, as follows:

- To be informed of its mission, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the most recent financial reports;

- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate and timely 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 or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that could be available to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

X. Grantmaker Guidelines

As a Grantmaker, United Arts of Central Florida has particular responsibilities in carrying out its missions. These include the following:

- It will have constructive relations with grantseekers based on mutual respect and shared goals;
- It will communicate clearly and on a timely basis with potential grantees;
- It will treat grantseekers and grantees fairly and with respect;
- It will respect the expertise of grantseekers in their fields of knowledge;
- It will seek to understand and respect the organizational capacity and needs of grantseeking organizations; and,
- It will respect the integrity of the mission of grantseeking organization