

Arts Council Silicon Valley

Policy #

Policy Name Ethics Policy

Date of Adoption December 2008

The purpose for this Ethics Policy is to support a culture of openness, trust, and integrity in all of the Arts Council Silicon Valley's management and business practices. A well understood ethics policy requires the participation and support of every ACSV employee and volunteer.

Arts Council Silicon Valley employees and volunteers must:

Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships.

Comply with applicable government laws, rules and regulations.

Maintain the confidentiality of information entrusted to them by the ACSV or its Customers except when authorized or otherwise legally obligated to disclose.

Deal fairly with ACSV Customers, suppliers, competitors, volunteers, and employees.

Provide constituents with information that is accurate, completely objective, relevant, timely, and understandable.

Proactively promote ethical behavior as a responsible partner among peers in the work environment.

Protect and ensure the proper use of company assets.

Integrity

We pursue our mission with honor, fairness and respect for the individual, ever mindful that there is no "right way" to do the "wrong thing." We uphold the values of the ACSV in every action and decision. We are committed to act in good faith, to comply with the rule of law and ACSV policies and regulations.

Inclusiveness

We are dedicated to a single purpose, fueled by a diversity of thought and action. We serve responsibly as members of all the communities in which we live and work. Our intent is for our employees and volunteers to represent our diverse population, so we can maximize the relationship between our groups and ACSV.

Dedication

At ACSV we remain dedicated to our members and our cause. We hold ourselves to the same standards of excellence that make ACSV a premier organization. We are committed to discovery and continuous improvement in developing and implementing our programs, products, and services.

Excellence

We believe that striving to be the best in our work, our relationships, our ideas and our services is the greatest demonstration of our pledge to Customer satisfaction. We are determined to do the best at what matters most. Our success depends on our employees' and volunteers' ability to deliver the consistent level of excellence expected by all who rely on us.

Sensitivity

We value our ACSV employees, volunteers, and members and treat them with respect as individuals. We operate in a climate of openness and trust in which each of us fully grants others respect and cooperation.

Vision

In an effort to support our mission, we are willing to take prudent risks. We strive to be proactive, innovative and creative in all we do.

Reporting Ethics Violations

If you have questions or concerns about compliance with the subjects described in this policy, or are unsure about what is the "right thing" to do, we strongly encourage you to first talk with your supervisor, another ACSV director and/or The Executive Director or Board President.