



TEXAS VETERINARY MEDICAL FOUNDATION

Board of Trustees Code of Conduct and Ethics

PERSONAL AND PROFESSIONAL INTEGRITY

All staff, board members and volunteers of the Texas Veterinary Medical Foundation, *hereinafter* referred to as the Foundation, act with honesty, integrity and transparency in all their dealings with each other and as representatives of the Foundation. The Foundation promotes a working environment that values respect, fairness, integrity and collaboration.

SUPPORT OF MISSION

The Foundation has a clearly stated mission and purpose, approved by the board of trustees, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the Foundation understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the Foundation and are of value to the society at large.

GOVERNANCE AND ACCOUNTABILITY

The Foundation has an active board of trustees that is responsible for setting the mission and strategic direction of the Foundation and oversight of the finances, operations, and policies of the Foundation. The board of trustees:

- Exercises reasonable care, good faith, loyalty and due diligence in Foundational affairs;
- Has a conflict-of-interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed for the protection and benefit of the Foundation;
- Ensures that the Foundation conducts all transactions and dealings with integrity and honesty;
- Ensures that the Foundation promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that the Foundation is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that the resources of the Foundation are responsibly and prudently managed; and,
- Ensures that the Foundation has the capacity to carry out its programs effectively.

LEGAL COMPLIANCE

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



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FINANCIAL STEWARDSHIP

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

- It spends a reasonable percentage of its annual budget on programs in pursuit of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- It compensates staff, and any others who may receive compensation, reasonably and appropriately;
- It has reasonable fundraising costs, recognizing the variety of factors that affect such costs;
- It ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the Foundation; and,
- It ensures that financial reports are complete and accurate in all material respects.

TRANSPARENCY AND DISCLOSURE

The Foundation provides comprehensive and timely information to the public and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the Foundation will fully and honestly reflect the policies and practices of the Foundation. Basic informational data about the Foundation, such as the Form 990, reviews and compilations, and audited financial statements will be posted on the Foundation's website or otherwise made available to the public. All financial, Foundational, and program reports will be complete and accurate in all material respects.

PROGRAM EVALUATION

The Foundation regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The Foundation is committed to improving program and Foundational effectiveness and develops mechanisms to promote learning from its activities in the field. The Foundation is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

INCLUSIVENESS AND DIVERSITY

The Foundation has a policy of promoting inclusiveness and diversity in its staff, board and volunteers in order to enrich its programmatic effectiveness. The Foundation takes meaningful steps to promote inclusiveness and diversity in its hiring, retention, promotion, board recruitment and constituencies served.



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FUNDRAISING

In raising funds from the public, Foundations will respect the rights of donors, as follows:

- To be informed of the mission of the Foundation, the way the resources will be used and its capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the Foundation's board of directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the Foundation's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- 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 interactions with individuals representing the Foundation will be professional in nature;
- To have the opportunity for their names to be deleted from mailing lists that the Foundation may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.