



Code of Ethics

Personal and Professional Integrity

All board members and management volunteers of Guardian Angels for Soldier's Pet 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.

Mission

Guardian Angels for Soldier's Pet has a clearly stated mission and purpose, approved by the Board, 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.

Governance

Guardian Angels for Soldier's Pet has an active governing body, the National Board, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of Guardian Angels for Soldier's Pet.

The National Board

- Ensures that its 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 Guardian Angels for Soldier's Pet and its public purpose
- 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
- Has a statement of personal commitment that provides attestation to the commitment to Guardian Angels for Soldier's Pet's goals and values
- Is responsible for the regular review of the performance of its National Chief Executive Officer (CEO) and other senior management volunteer positions as the board deems appropriate
- Ensures that the National CEO and appropriate volunteer staff provide the board with timely and comprehensive information so that the board can effectively carry out its duties
- Ensures that Guardian Angels for Soldier's Pet conducts all transactions and dealings with integrity and honesty
- Ensures that Guardian Angels for Soldier's Pet promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness, and

openness

- Ensures that the organization is fair and inclusive in its recruiting and promotion policies and practices for all board, staff, and volunteer positions
- Ensures that policies of Guardian Angels for Soldier's Pet are in writing, clearly articulated, and officially adopted
- Is responsible for engaging independent auditors to perform an annual audit of Guardian Angels for Soldier's Pet's financial statements, and has an audit committee that is responsible for overseeing the reliability of financial reporting (usually the responsibility of the finance committee), including the effectiveness of internal control over financial reporting, reviewing, and discussing the annual audited financial statements to determine whether they are complete and consistent with operational and other information known to the committee members, understanding significant risks and exposures and management's response to minimize the risks, and understanding the audit scope and approving audit and non-audit services
- Ensures that the resources of Guardian Angels for Soldier's Pet are responsibly and prudently managed
- Ensures that Guardian Angels for Soldier's Pet has the capacity to carry out its programs effectively

Responsible Stewardship

Guardian Angels for Soldier's Pet manages its funds responsibly and prudently. This should include the following considerations:

- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management
- Compensates staff, and any others who may receive compensation, reasonably and appropriately
- Knows that solicitation of funds has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs
- Does not accumulate operating funds excessively
- Draws prudently from endowment funds consistent with donor intent and to support the public purpose of Guardian Angels for Soldier's Pet
- Ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of Guardian Angels for Soldier's Pet
- Ensures that all financial reports are factually accurate and complete in all material respects

Openness and Disclosure

Guardian Angels for Soldier's Pet 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 Guardian Angels for Soldier's Pet will fully and honestly reflect the policies and practices of the organization. Basic informational data about Guardian Angels for Soldier's Pet, such as the Form 990/990EZ/990N, will be posted online or otherwise made available to the public.

All solicitation materials accurately represent Guardian Angels for Soldier's Pet'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.

Legal Compliance

Guardian Angels for Soldier's Pet is knowledgeable of, and complies with, laws and regulations.

Program Evaluation

Guardian Angels for Soldier's Pet 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 mechanisms to promote learning from its activities and the field.

Guardian Angels for Soldier's Pet is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

Inclusiveness and Diversity

Guardian Angels for Soldier's Pet has a policy of promoting inclusiveness and its staff, board, and volunteers reflect diversity in order to enrich its programmatic effectiveness.

Guardian Angels for Soldier's Pet takes meaningful steps to promote inclusiveness in its recruiting, retention, promotion, board recruitment, and constituencies served.

Fundraising

Guardian Angels for Soldier's Pet solicitation of funds from the public or from donor institutions uses material that is truthful about the organization.

Guardian Angels for Soldier's Pet respects the privacy concerns of individual donors and expends funds consistent with donor intent.

Guardian Angels for Soldier's Pet discloses important and relevant information to potential donors.

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

Donors will be informed of the mission of XYZ, the way the resources will be used, and their capacity to use donations effectively for their intended purpose.

Further, they will

- Be informed of the identity of those serving on Guardian Angels for Soldier's Pet's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities
- Have access to Guardian Angels for Soldier's Pet's most recent financial reports
- Be assured their gifts will be used for purposes for which they are given
- Receive appropriate acknowledgment and recognition
- Be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law
- Be approached in a professional manner
- Be informed whether those seeking donations are volunteers, employees of Guardian Angels for Soldier's Pet, or hired solicitors
- Have the opportunity for their names to be deleted from mailing lists that Guardian Angels for Soldier's Pet may intend to share
- Be encouraged to ask questions when making a donation and to receive prompt, truthful, and forthright answers.

Reporting Responsibility

It is the responsibility of all directors, officers, and staff volunteers to comply with the code of ethical conduct and to report violations or suspected violations to the organization's National Board President or National CEO in accordance with the whistleblower policy.

The National Board President/National CEO will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days, unless the submission of the violation is anonymous.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.