



STATEMENT OF VALUES AND CODE OF ETHICS

OF

WILLIAM S. HART EDUCATION FOUNDATION

a California Nonprofit Public Benefit Corporation

ARTICLE I

PERSONAL AND PROFESSIONAL INTEGRITY

All staff, board members and volunteers of William S. Hart Education Foundation (the “Organization”) 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, openness and integrity.

ARTICLE II

MISSION

The Organization’s mission and purpose is to (i) fund programs and initiatives in the William S. Hart Union High School District (the “District”) that go beyond what tax dollars provide, (ii) help elevate and prepare students in the District for life and (iii) act as the official private-fundraising organization for the support of the District’s educational programs by providing fundraising opportunities for the District that do not conflict with site-specific fundraising activities organized by individual schools. 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. The mission is responsive to the constituency and communities served by the Organization and of value to the society at large.

ARTICLE III

GOVERNANCE

The Organization has an active governing body, the board of directors (the “Board”), that is responsible for setting the mission and strategic direction of the Organization and oversight of the finances, operations and policies of the Organization. The Board:

(a) Ensures that its directors have the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties acting for the benefit of the Organization and its public purpose;

(b) Ensures that its directors comply with the relevant provisions of the California Nonprofit Public Benefit Corporation Law, under which the Organization is incorporated, including the duty of care and the duty of loyalty, and the Internal Revenue Code of 1986, as amended;

(c) Has adopted 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;

(d) Ensures that appropriate staff provides the Board with timely and comprehensive information so that the Board can effectively carry out its duties;

(e) Ensures that the Organization conducts all transactions and dealings with integrity and honesty;

(f) Ensures that the Organization promotes working relationships with directors, staff, volunteer and program beneficiaries that are based on mutual respect, fairness and openness;

(g) Ensures that the Organization is fair and inclusive in its hiring and promotion policies and practices for all directors, staff and volunteer positions;

(h) Ensures that policies of the Organization are in writing, clearly articulated and officially adopted;

(i) Ensures that the resources of the Organization are responsibly and prudently managed; and

(j) Ensures that the Organization has the capacity to carry out its programs effectively.

ARTICLE IV

LEGAL COMPLIANCE

The Organization is knowledgeable of and complies with all laws and regulations applicable to it.

ARTICLE V

RESPONSIBLE STEWARDSHIP

The Organization manages its funds responsibly and prudently. This includes:

(a) Spending a reasonable percentage of its annual budget on programs in pursuance of its mission;

- (b) Spending an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff and other expenditures critical to professional management;
- (c) Compensating staff, and any others who may receive compensation, reasonably and appropriately;
- (d) Having reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- (e) Not accumulating operating funds excessively;
- (f) Ensuring that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the Organization; and
- (g) Ensuring that all financial reports are factually accurate and complete in all material respects.

ARTICLE VI

OPENNESS AND DISCLOSURE

The Organization 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 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.¹ All solicitation materials 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.

ARTICLE VII

PROGRAM EVALUATION

The Organization 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. The Organization is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

ARTICLE VIII

INCLUSIVENESS AND DIVERSITY

¹ Please note this item and ensure that appropriate information is made available to the public.

The Organization has 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.

ARTICLE IX

FUNDRAISING

The Organization is truthful in its solicitation materials. It respects the privacy concerns of individual donors and expends funds consistent with donor expectations. The Organization discloses important and relevant information to potential donors.

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

(a) To be informed of the mission of the Organization, the way the resources will be used and the Organization's capacity to use donations effectively for their intended purposes;

(b) To be informed of the identity of those serving on the Board and to expect the Board to exercise prudent judgment in its stewardship responsibilities;

(c) To have access to the Organization's most recent financial reports;

(d) To be assured their gifts will be used to further the mission of the Organization;

(e) To receive appropriate acknowledgement and recognition;

(f) To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;

(g) To expect that all relationships with individuals representing the Organization will be professional in nature;

(h) To be informed whether those seeking donations are volunteers, employees of the Organization or hired solicitors;

(i) To have the opportunity for their names to be deleted from mailing lists that the Organization may intend to share; and

(j) To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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