

GIVE KIDS THE WORLD VILLAGE CODE OF ETHICS

PERSONAL AND PROFESSIONAL INTEGRITY

All storytellers, board members and volunteers of Give Kids The World Village (GKTW) must act with honesty, integrity, and openness in all their dealings as representatives of the organization. GKTW promotes a working environment that values respect, fairness, and integrity.

MISSION

We ignite an enduring sense of hope in the hearts of critically ill children and their families, by fulfilling their wishes through our Village experience.

GOVERNANCE

GKTW has an active governing body that is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of the organization that:

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

LEGAL COMPLIANCE

GKTW is knowledgeable of and will comply with all applicable laws, regulations, and applicable international conventions.

RESPONSIBLE STEWARDSHIP

GKTW manages its funds responsibly and prudently. GKTW has adopted the voluntary standards of the Better Business Bureau as guidelines for determining responsible stewardship. GKTW:

- Spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent storytellers, and other expenditures critical to professional management;
- Compensates storytellers, and any others who may receive compensation, reasonably and appropriately;
- Maintains reasonable fundraising costs;
- Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission;
- Ensures all financial reports are factually accurate and complete in all material respects
- The Vice President, Finance (VPF) and the CEO/President of GKTW publicly attest to the accuracy, completeness, and fairness of our financial statements and IRS 990 filings.

OPENNESS & DISCLOSURE

GKTW provides comprehensive and timely non-confidential information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about GKTW will fully and honestly reflect the policies and practices of the organization. Basic informational data about GKTW as disclosed on IRS 990 is posted on the organization's website. All solicitation materials accurately represent GKTW'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.

PROGRAM EVALUATION

GKTW reviews program effectiveness no less than every two years 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. GKTW is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

INCLUSIVENESS & DIVERSITY

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

FUNDRAISING

GKTW is committed to transparency and full disclosure in its solicitation materials. GKTW respects the privacy concerns of individual donors and expends funds consistent with donor intent. In raising funds from the public, GKTW believes that every potential donor has the right:

- To be informed of the mission of GKTW, the way the resources will be used and our capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on GKTW's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to GKTW's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgment 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, storytellers of GKTW or hired solicitors;
- To have the opportunity for their names to be deleted from any communication lists; (GKTW does not share the names of our donors or wish families with any other organization);
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers

CODE IMPLEMENTATION

GKTW management will actively encourage an internal dialogue on ethics, provide guidance for storytellers and ensure that internal systems, policies, and procedures are consistent with its Code of Ethics.

Copies of the Code of Ethics will be provided to each storyteller and posted on our web site. The Code will be annexed to all contracts of employment and signed along with it.

Raising an Issue/ Whistleblower Protection:

1. Any concerns about an interpretation, application, or suspected violation of the Code of Ethics that storytellers, or other stakeholders, are not comfortable raising directly with storytellers concerned should be brought to the attention of a member (acting as an Advisor) of the Board of Directors. The current listing of Board Members is available through Human Resources.
2. If the complainant or the Advisor is not satisfied with the outcome of their consultation, then the matter may be brought to the attention of the full Board of Directors.

3. No one shall be discriminated against, disciplined, or reprimanded for reporting concerns or requesting guidance concerning GKTW Code of Ethics whether the concerns are established as valid or substantiated.