



## Code of Ethics

### I. Core Values

A. All staff, board members and volunteers of pathways will adhere to the following “Core Values” in all their dealings as representatives of Pathways. These “Core Values” are defined to align with Pathways’ mission and operations.

#### i. Integrity

- a. We act in a way and make decisions that are, at all times, honest, truthful, transparent, authentic, consistent, and relative to Pathways’ mission and values;
- b. We will show accountability to see each task through to its fulfillment and hold others to the same expectation;
- c. We actively listen and are open to feedback and improvement;
- d. We take responsibilities for our mistakes and learn from them; and,
- e. We acknowledge our roles in conflicts and participate in finding and implementing solutions.

#### ii. Respect

- a. We value, listen to, learn from and appreciate each other, our clients, our board, our donors and our community;
- b. We treat every person with dignity;
- c. We assume the best intentions in all people, giving everyone the benefit of the doubt;
- d. We give feedback directly, respectfully, and with a focus on solutions;
- e. We communicate our needs and expectations openly, and do not get angry at others’ failures to fulfill expectations we do not clearly set; and,
- f. We carry out conversations and actions in a way that is thoughtful and high in quality.

#### iii. Inspiration

- a. We choose to see the potential in every person we meet;
- b. We inspire hope and create opportunities that empower;
- c. We will strive to be passionate about breaking the cycle of homelessness in those we serve;
- d. We will be actively present while on duty for Pathways, whether at the facility, in the community, or at a meeting; and,
- e. We will arrive ready to make a difference in the lives of those we serve.

#### iv. Excellence

- a. We will demonstrate exceptional performance and service;
- b. We will implement programs that not only meet our mission, but also meet our mission beyond expectations;
- c. We will evaluate every aspect of Pathways, including our board, employees, clients, and specific programs.

#### v. Community

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- a. We are community leaders and advocates for individuals and families experiencing homelessness, and those at risk of homelessness;
  - b. We will engage in various aspects of the Yankton community and surrounding areas;
  - c. We will seek out partnerships that will be mutually beneficial; and,
  - d. We will encourage collaboration between Pathways and other agencies, businesses or organizations and strive to eliminate the duplication of resources.
- vi. Responsible Stewardship**
- a. We will receive and accept all gifts or donations with enthusiasm and express sincere thanks using appropriate methods;
  - b. We will demonstrate responsible use of the gifts and donations and provide proof of responsible use; and,
  - c. We will provide recognition for donors in a respectful and appropriate manner.

## II. Mission

- A. Pathways has a clearly stated mission and purpose that has been approved by the board of directors. All of Pathways' programs support this mission and all who work for or on behalf of Pathways understand and are loyal to this mission.
  - i. Pathways' Mission Statement: "To meet the immediate needs of individuals and families experiencing homelessness within the Yankton area, while engaging partners in developing long-term solutions. The shelter was founded on the belief that everyone deserves a home."

## III. Governance

- A. Pathways has an active board of directors that is responsible for setting the mission and strategic direction of Pathways. The board of directors has oversight of the finances, operations, and policies of the organization.
  - i. The board of directors also:
    - a. Ensures board members have the skills and experience to carry out their duties and do so for the benefit of Pathways' mission;
    - b. Has a clear conflict of interest policy that ensures that any conflicts of interest, or the appearance thereof, are avoided or appropriately managed through disclosure, recusal and transparency;
    - c. Is responsible for the hiring, firing, and regular review of the performance of the Executive Director, and ensures that the compensation of the Executive Director is reasonable and appropriate;
    - d. Ensures the Executive Director and appropriate staff provide the board of directors with timely and comprehensive information so that the board of directors can effectively carry out its duties;
    - e. Ensures Pathways conducts all transactions and dealings in accordance with Pathways' "Core Values";
    - f. Ensures Pathways promotes working relationships with board members, staff, volunteers, and clients that are based on mutual respect, fairness and openness;

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- g. Ensures Pathways is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- h. Ensures that Pathways' policies are in writing, clearly articulated and officially adopted;
- i. Ensures that Pathways' resources are responsibly managed; and,
- j. Ensures Pathways has the capacity to carry out its programs effectively.

#### **IV. Legal Compliance**

- A. Pathways is knowledgeable of and complies with all applicable federal and state laws.
  - i. Pathways will keep its 501©3 designation in good standing by filing the appropriate documents and reports. These include:
    - a. The annual report for the South Dakota Secretary of State;
    - b. Maintain proper Articles of Incorporation;
    - c. Maintain legal by-laws and adhere to them;
    - d. Form 990 with the IRS; and,
    - e. Maintain a South Dakota sales tax license.
  - ii. Pathways will adhere to South Dakota employment laws.
  - iii. Pathways will adhere to applicable OSHA laws as designated in ProBono Partnership's "A Nonprofit's Guide to OSHA".

#### **V. Responsible Stewardship**

- A. Pathways will manage its funds responsibly and prudently, with the following considerations:
  - i. A reasonable percentage of the annual budget is spent on programs in pursuance of its mission;
  - ii. An adequate amount is spent on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
  - iii. Pathways compensates staff, and any others who may receive compensation, reasonably and appropriately;
  - iv. Pathways will be aware of the variety of factors that affect fundraising costs, and being aware of these factors will account for reasonable fundraising costs;
  - v. Pathways will not accumulate operating funds excessively;
  - vi. If Pathways develops an endowment, it will prudently draw from endowment funds consistent with donor intent, as well as to support Pathways' mission.
  - vii. Pathways will ensure all spending practices and policies are fair, reasonable and appropriate to fulfill its mission; and,
  - viii. All financial reports are factually accurate and complete in all material aspects.

#### **VI. Transparency and Disclosure**

- A. Pathways will provide comprehensive and timely information to the public, the media, and all stakeholders and necessary parties. Pathways will be responsive in a timely manner to reasonable requests for information. All information about Pathways will fully and honestly reflect its policies and practices. Informational data, such as the Form 990, annual reports, and audited financial statements will be posted on Pathways' website or

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otherwise made available to the public. All solicitation materials will accurately represent Pathways' policies and practices, and will reflect the dignity of Pathways' clients. All financial, organizational, and program reports will be complete and accurate in all material aspects.

#### **VII. Program Evaluation**

- A. Pathways will regularly review its employee and organizational effectiveness by setting and evaluating performance metrics on a quarterly basis. Pathways will be committed to continually improving its programs and effectiveness in meeting its mission.

#### **VIII. Inclusiveness and Diversity**

- A. Pathways has a policy of promoting inclusiveness and its staff, board and volunteers. Pathways will take meaningful steps to promote inclusiveness in all practices, including hiring, retention, promotion, board recruitment and volunteer recruitment.

#### **IX. Fundraising**

- A. Pathways will be truthful in all solicitation materials. Pathways will respect the privacy concerns of individual donors and expend funds consistent with donor intent. Pathways will disclose all relevant information to potential donors. When raising funds from the public, Pathways will respect the rights of donors, as follows:
  - i. To be informed of Pathways' mission, the way resources will be used and its capacity to use donations effectively for their intended purposes;
  - ii. To be informed of the identity of those serving on Pathways' board of directors and to expect the board to exercise prudent judgement in its stewardship responsibilities;
  - iii. To have access to pathways' most recent financial reports;
  - iv. To be assured their gifts will be used for the purposes for which they were given;
  - v. To receive appropriate acknowledgement and recognition;
  - vi. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
  - vii. To expect that all relationships between Pathways and the donor will be professional in nature;
  - viii. To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
  - ix. To have the opportunity for their names to be removed from mailing lists that Pathways may intend to use or share with others; and,
  - x. To have the freedom to ask questions when making a donation and to receive prompt, truthful and forthright answers.

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