



Rappahannock Wildlife Refuge Friends
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Code of Ethics Policy

The mission of the Rappahannock Wildlife Refuge Friends Group is to support the National Wildlife Refuge System, and to promote awareness of the Rappahannock River Valley National Wildlife Refuge through education and support. The Rappahannock Wildlife Refuge Friends Group (herein referred to as the Friends Group) has adopted a code of ethics to guide its board members, committee members and staff (should there be any) in their conduct when acting on behalf of the Friends Group. The Code contains broad principles reflecting the types of behavior the Friends Group expects towards constituents, donors, employees, peers and the public. This policy is not intended as a stand-alone policy. It does not embody the totality of the Friends Group ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This Code will be reviewed periodically. Board members, committee members and staff should:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.
2. Make an effort to understand, respect and support our constituents from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.
3. Respect the confidentiality of sensitive information about the Friends Group, its members, constituents, donors, board and employees.
4. Comply with applicable federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all of our operations.
5. For the board of directors, provide credible and effective oversight to the organization's work without personal bias.
6. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some benefit from the Friends Group in return, other than occasional gifts of nominal value that are in keeping with good business ethics.
7. Abide by the governing documents and policies of the Friends Group.
8. Be accountable for adhering to this Code of Ethics.
9. Implement and follow a Conflict of Interest Policy.
10. Act at all times in accordance with the highest ethical standards and in the best interest of the Friends Group, its members, constituents, donors and reputation.
11. Openly and honestly tell the truth.
12. Honor our commitments and promises to the best of our abilities.
13. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
14. Not be deceptive in our fundraising activities or in prospecting for new members to join the Friends Group.
15. Not lobby with the intent to influence individual candidates.