

## LA JOLLA TOWN COUNCIL CODE OF ETHICS

### BACKGROUND:

Every party engaging with the La Jolla Town Council is entitled to have complete confidence in the integrity of La Jolla Town Council (“LJTC”); therefore, each Trustee, Officer, Committee Member and volunteer of LJTC must help to earn that confidence by his own integrity and conduct.

### PURPOSE:

To adopt a code of ethics setting standards of conduct for all Trustees, Officers, Committee Members and volunteers.

### POLICY:

It is the policy of LJTC that the following code of ethics is adopted for all LJTC Board and committee Members and volunteers.

The LJTC Code of Ethics is a demonstration of our commitment to high ethical standards. This code recognizes that an organization is defined by the people who work for it, and that those Trustees Officer, Committee members and volunteers must demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect, and responsibility.

Our code of ethics is a part of a larger, organization-wide commitment to ethical practices. LJTC also recognizes the importance of an organizational culture that supports high ethical standards, and we encourage such an atmosphere by fostering discussion on ethical issues, promoting transparency about our work, and setting the proper “tone at the top”.

#### I. Personal and Professional Integrity

All Trustees, Officers and volunteers of LJTC act with honesty, integrity and openness whenever they represent the organization. LJTC promotes a working environment that values respect, fairness and integrity.

#### II. Mission

LJTC has a clearly stated mission and purpose, approved by the Trustees and Officers, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of LJTC understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by LJTC and of value to the society at large.

#### III. Governance

LJTC has an Executive Committee that is responsible for setting the mission and strategic direction of the

organization and for oversight of the finances, operations, and policies of LJTC. The Executive Committee:

- Ensures that its Trustees have the requisite skills and experience to carry out their duties, that all members understand and fulfill their governance duties by acting for the benefit of LJTC and its public purpose, and that all members have specified terms of service;
- 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;
- Ensures that LJTC conducts all transactions and dealings with integrity and honesty;
- Ensures that LJTC promotes working relationships with Trustees, volunteers, members, and other stakeholders that are based on mutual respect, fairness and openness;
- Ensures that LJTC is fair and inclusive in its hiring and promotion policies and practices for board, staff and volunteer positions;
- Ensures that policies of LJTC are in writing, clearly articulated and officially adopted;
- Ensures that the resources of LJTC are responsibly and prudently managed; and
- Ensures that LJTC has the capacity to carry out its programs effectively.

#### IV. Legal Compliance

LJTC is knowledgeable of and complies with all U.S. laws, regulations and applicable international conventions.

#### V. Responsible Stewardship

LJTC manages its funds responsibly and prudently. LJTC:

- 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 staff, and other expenditures critical to professional management;
- Compensates any hired staff, and any others who may receive compensation, reasonably and appropriately;
- Has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Does not accumulate operating funds excessively;

- Prudently draws from reserve funds consistent with donor intent and to support the public purpose of the organization;
- Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and
- Ensures that all financial reports are factually accurate and complete in all material respects.

#### VI. Openness and Disclosure

LJTC 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 LJTC fully and honestly reflects its policies and practices. Basic informational data about LJTC, such as the Form 990 and audited financial statements are posted on LJTC's website or otherwise available to the public. All solicitation materials accurately represent LJTC's policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

#### VII. Program Evaluation

LJTC regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. LJTC is committed to improving program and organizational effectiveness and developing mechanisms to promote learning from its activities and the field. LJTC is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

#### VIII. Inclusiveness and Diversity

LJTC is committed to inclusiveness and diversity in its Trustee board and volunteers. LJTC takes meaningful steps to promote inclusiveness in its Trustee board recruitment and constituencies served.

#### IX. Fundraising

When raising funds, LJTC is truthful in its solicitation materials. LJTC respects the privacy concerns of individual donors, expends funds consistent with donor intent, and discloses important and relevant information to potential donors. In raising funds from the public, LJTC respects the rights of donors:

- To be informed of the mission of LJTC, the way the resources will be used and its capacity to use donations effectively for its intended purposes;
- To be informed of the identity of those serving on LJTC's board of directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to LJTC's most recent audited financial report;
- To be assured their gifts will be used for the purposes for which they were given;

- To receive appropriate acknowledgement 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 professional and respectful conduct from LJTC;
- To have the opportunity for their names to be deleted from mailing lists that LJTC may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.