



## **Code of Ethics and Conduct**

### **I. Personal and Professional Integrity**

All Staff, Board Members, and Volunteers of the Hand Up Network act with honesty, integrity and openness in all their dealings as representatives of the Hand Up Network. The Hand Up Network promotes a working environment that values respect, fairness, and integrity.

### **II. Mission**

The Hand Up Network has a clearly stated mission and purpose, approved by the Board of Directors, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the Hand Up Network understand and are loyal to that mission and purpose.

### **III. Governance**

The Hand Up Network has a Board of Directors that is responsible for setting the mission and strategic direction of the Hand Up Network. The CEO is responsible for the daily execution and operation of the ministry. The Board of Directors provides oversight of the CEO, finances, operations, and policies of the Hand Up Network.

### **IV. Legal Compliance**

The Hand Up Network is knowledgeable of and complies with all laws and regulations of the State of Texas and United States of America.

#### **I. Responsible Stewardship**

The Hand Up Network and its subsidiaries manage its funds in a transparent and responsible manner at all times.

#### **V. Openness and Disclosure**

The Hand Up Network provides comprehensive and timely information to its supporters, and volunteers and seeks to respond in a timely manner to reasonable requests for information. All information about the Hand Up Network will fully and honestly reflect the policies and practices of the Hand Up Network. Basic informational data about the Hand Up Network, such as the Form 990, reviews and compilations, and financial statements will be posted on the Hand Up Network's website or otherwise available to the public. All solicitation materials accurately represent the Hand Up Network's policies and practices and will reflect the dignity of program beneficiaries. All financial and Hand Up Network program reports will be complete and accurate in all material respects.

#### **VI. Program Evaluation**

The Hand Up Network regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The Hand Up Network is committed to improving program and Hand Up Network's effectiveness and develops mechanisms to promote learning from its activities and the field. The Hand Up Network is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

#### **VII. Fundraising & Volunteer Information**

Hand Up Network raises funds from the public or from donor institutions through requests that are truthful in their solicitation materials. Hand Up Network respects the privacy concerns of individual donors and expend funds consistent with donor intent. HUN will not share Donor and Volunteer

Information with outside agencies unless approval is provided in advance. Hand Up Network discloses important and relevant information to potential donors for its services and programs.