

HABITAT FOR HUMANITY OF WILLIAMSON COUNTY

CODE OF ETHICS

Approved 6-5-12

Habitat for Humanity of Williamson County has a unique role as a leader of non-profit affordable housing providers to benefit Williamson County. Throughout the world, local and independent Habitat affiliates have earned public trust, nurtured by years of ethical, honest, and responsible ministry. The continued success of local Habitat affiliates depends upon the ethical conduct of its employees and representatives.

Habitat employees and volunteers should set an example for other non-profit organizations and the community at large by their high standards of performance, professionalism, volunteer and charitable activities and ethical conduct.

Thus this code of ethics was developed to guide the conduct of all levels of employees and volunteers of the Habitat for Humanity of Williamson County.

PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the affiliate. Each Habitat for Humanity of Williamson County employee and volunteer should:

- Respect and seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Set an example, as a member of a leading non-profit affiliate, for high standards of professionalism.
- Honor the right of privacy of all people, including co-workers, contributors, and beneficiaries.
- Promote public confidence in philanthropic institutions.

DONOR RELATIONS

Habitat for Humanity of Williamson County has responsibilities to its donors. Donors have placed faith in this affiliate and it is the responsibility of employees and volunteers of Habitat for Humanity of Williamson County not to violate this trust, and where applicable, should:

- Make full and fair disclosure of all relevant funding information to donors who have a right to know how their donations are spent.
- Utilize the donors' money wisely, efficiently and objectively.
- Accept donations that fit with the mission of HFHWC and observe the wishes of the donor as to allocation of their specific donation.
- Be good stewards of donations that are utilized for affiliate administration and to pay salaries of and provide benefits to Habitat for Humanity of Williamson County employees, and refrain from allowing expenditures of funds that, by their nature or amount, do not directly advance the affiliate's mission.

CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Each Habitat for Humanity of Williamson County employee and volunteer should commit to:

- Ensure that all information which is confidential or privileged or which is not publicly available not be disclosed inappropriately.

- Ensure that all non-public information of other persons or firms acquired by personnel in dealing with outside firms on behalf of the affiliate shall be treated as confidential and not be disclosed.

VENDOR RELATIONS

Vendors must be treated fairly to avoid favoritism or appearances of impropriety and afforded the opportunity to offer or qualify their products or services on a competitive basis. Habitat for Humanity of Williamson County will conduct all competitive bidding in a fair and professional manner, giving no special preferences or advantages to any vendor. Whenever possible, Habitat for Humanity of Williamson County will purchase products or services within the county.

CONFLICT OF INTEREST

To avoid even the appearance of a conflict of interest which could negatively affect the image of the affiliate and undermine the public's trust in all Habitat affiliates, Habitat for Humanity of Williamson County employees and volunteers should:

- Avoid any activity or outside interest conflicting or appearing to conflict with the best interest of the affiliate. Any involvement with a current or potential Habitat for Humanity of Williamson County vendor, or competing affiliate may violate this code and should be disclosed to the employee or volunteer's supervisor.
- Refrain from participating in or influencing any decision or other action of the Habitat for Humanity of Williamson County or any other local Habitat affiliate that could result in a direct or indirect benefit to his or her family or any affiliate with which the employee or volunteer is substantially affiliated.

PERSONAL GAIN

No employee or volunteer should accept any gratuity or favor in return for his or her regular duties. Accordingly, while conducting Habitat duties, employees and volunteers should not:

- Solicit or accept gratuities, gifts or favors, other than promotional gifts of nominal value, for themselves or their families.
- Accept food, transportation, or entertainment unless directly related to Habitat business.
- Use Habitat for Humanity of Williamson County resources for personal gain.

TRAVEL, ENTERTAINMENT AND RELATED EXPENSES

Travel, entertainment and related expenses should be incurred on a basis consistent with the affiliate's mission. Accordingly, expenses incurred should comply with policies adopted by the Habitat for Humanity of Williamson County Board of Directors.

RESPONSIBILITIES TO VOLUNTEERS

Volunteers serving the Habitat for Humanity of Williamson County through its Board of Directors or otherwise are crucial to affiliate success. In order to assist volunteers to serve effectively and to obtain satisfaction from their service, it is the responsibility of Habitat managers and/or employees, where applicable, to:

- Support volunteers so they can perform to the highest level of their potential and personal satisfaction.
- Treat all volunteers with fairness, equity and respect, providing appropriate mechanisms for their views and interests to be expressed.
- Involve volunteers at appropriate levels and phases of the decision-making process.

- Assist in the development and the understanding of the roles of volunteers and employees, respectively; set clear standards of performance for volunteers, and appropriately recognize their contributions.
- Provide benefits and perquisites to volunteers consistent with the spirit of voluntarism.

RESPONSIBILITIES OF VOLUNTEERS

Volunteers also represent the Habitat for Humanity of Williamson County and should set examples through their ethical conduct and professionalism.

- Board of Directors members will review the affiliate's code of ethics and should adhere to the spirit of the code when making policy or otherwise managing the affairs of the affiliate.
- No volunteer shall knowingly take any action or make any statement intended to influence the conduct of the affiliate in such a way as to confer any financial benefit on such volunteer, a member of his or her immediate family, or any corporation in which he or she or such member has a significant interest as stockholder, director or officer.
- In the event a matter for consideration or decision raising a potential conflict of interest for any member of the Board or the committee comes before the Board of Directors or the Executive Committee, the member shall disclose the conflict of interest as soon as he or she becomes aware of it and abstain from voting in connection with the matter. The disclosure and abstention shall be recorded in the minutes of the meeting.

PROFESSIONAL EXCELLENCE

As an employer, Habitat for Humanity of Williamson County promotes professional excellence and encourages open and honest communication among all employees to create an atmosphere conducive to personal growth and career development.

It is management's responsibility to:

- Encourage employee development. Communicate with personnel to help them achieve their goals and increase their self-esteem through job enrichment.
- Evaluate employees on a fair and consistent basis. All employees should know what is expected of them and how they are progressing toward fulfilling expectations.
- Show respect and empathy for employees. Be considerate while being mindful of managerial responsibilities.

All Habitat employees, at every level, have the responsibility to:

- Strive to meet performance standards at the highest level.
- Refuse to engage in or tolerate any fraud, misuse, abuse or waste of Habitat resources.
- Encourage growth and self-improvement in themselves and co-workers.
- Exhibit respect for co-workers and all those with whom they come into contact.
- Have the courage to face situations squarely and offer minority opinion when necessary.
- Examine all alternatives with the understanding that the easiest action is not always in the best interest of the affiliate.
- Comply with all other laws and regulations affecting the affiliate and their personal obligations.
- Discuss any questions concerning interpretations or compliance with the code of ethics with their manager, the affiliate's general counsel or other designated persons.
- Encourage the reporting of violations and protect those who report such violations.

EQUAL OPPORTUNITY

Habitat for Humanity of Williamson County is an equal opportunity employer. Every employee should:

- Respect all co-workers and all other individuals without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, or status as a qualified disabled or handicapped individual.
- Support affirmative action and equal employment opportunity programs throughout the affiliate.
- Refuse to engage in or tolerate in others any form of physical, verbal, or sexual harassment.

NEPOTISM

Favoritism to relatives is unfair to other employees, and the appearance of favoritism is easily perceived. Accordingly, each Habitat for Humanity of Williamson County employee should:

- Understand that persons related to Habitat for Humanity of Williamson County employees by blood or marriage should not be employed except under special circumstances that are clearly in the best interest of the affiliate and approved by the Board of Directors.
- Understand that Habitat for Humanity of Williamson County employees must never have supervisory or management authority over relatives.
- Understand that Habitat for Humanity of Williamson County employees with decision-making authority should avoid selecting a consultant or service provider with a relative or personal friend employed by or affiliated with it. If it is in the best interest of the affiliate's mission, disclosure to the employee's supervisor and subsequent approval should be obtained.

OUTSIDE EMPLOYMENT AND OTHER ACTIVITIES

Outside employment and other activities should not interfere with an employee's responsibilities within Habitat for Humanity of Williamson County and should not adversely affect the affiliate. An employee is encouraged to inform his or her supervisor of any significant outside activities. An employee should avoid using Habitat resources to facilitate any outside employment or other activity.

SOLICITATIONS

Habitat for Humanity of Williamson County employees should not be subjected to outside solicitation. Further, employees should be free from unwarranted interruptions in the form of solicitations from other employees, in order to concentrate on work. No employee should:

- Solicit or distribute literature for purposes inconsistent with the Habitat for Humanity of Williamson County mission on the affiliate's premises.
- Use Habitat for Humanity of Williamson County working time for non-Habitat purposes.
- Be required to contribute or respond to a solicitation for fear that his or her response will be a factor in the employee's career standing.