

CODE OF CONDUCT

The Foundation expects all employees to maintain the highest standards of ethical and professional conduct, as outlined in this handbook, and to conduct themselves in a manner consistent with our mission and values as we work together to achieve our common goals. This standard includes demonstrating integrity, honesty, and respect toward each other and our stakeholders while at work and otherwise engaged in Foundation activities.

Our code of conduct includes adherence to the following important policies:

- Nondiscrimination and Equal Employment
- Anti-Harassment Policy
- No Retaliation

In addition, all employees must comply with applicable laws and regulations that govern our industry and business practices. We are expected to adhere to the following standards:

- To act in accordance with prevailing laws, regulations, and internal policies.
- To act with honesty and integrity in all dealings and transactions, whether internal or external.
- To treat applicants, employees, grantees, consultants, vendors, stakeholders, and members of the public fairly, and in a cooperative and dignified manner.
- To maintain a safe and productive workplace.
- To avoid both real and perceived conflicts of interest, as described in the Conflict of Interest Policy.
- To manage resources prudently and responsibly.

All employees have a responsibility to understand and follow the Code of Conduct, as well as other provisions of this manual which govern employee behavior when acting on behalf of the Foundation. Violation of this Code of Conduct or the provisions of this handbook may result in disciplinary action, up to and including termination.

ANNUAL COMPLIANCE TRAINING

Each year, employees must complete training on a variety of topics, including the following. Submission of evidence of completion will be required:

- Harassment in the Workplace, including sexual harassment
- Conflict of Interest
- Code of Conduct