



CODE OF ETHICS AND CONDUCT



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INTRODUCTION

The Board of Directors of Katy Cares is the fiduciaries who steer Katy Cares towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit Organization has adequate resources to advance its vision and mission and meets its obligations to donors, supporters, sponsors, the community at large, especially those mothers and children who participate in our Trauma Informed Therapeutic Program.

This Code of Ethics and Conduct is part of our legal governance and management policies and outlines the standards of behavior we expect from all members of the Board of Directors, employees, volunteers and official representatives. The Board of Directors of Katy Cares as a nonprofit Organization has three primary legal duties:

Duty of Care: Take care of our nonprofit Organization by ensuring prudent use of all assets, including facility, people, and good will.

Duty of Loyalty: Ensure that our nonprofit Organization's activities and transactions are, first and foremost, advancing its mission; Recognize and disclose conflicts of interest; Make decisions that are in the best interest of our nonprofit Organization; not in the best interest of the individual Board member/s (or any other individual or for-profit entity).

Duty of Obedience: Ensure that our nonprofit Organization obeys applicable laws and regulations; follows its own bylaws; and that the we adhere to its stated mission, purpose and objectives.



However, the Board of Directors of Katy Cares does not exist solely to fulfill legal duties and serve as a fiduciary of the nonprofit Organization's assets. Board members also play very significant roles in providing guidance by contributing to the nonprofit Organization's culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors, advocates, volunteers and brand ambassadors. Beyond fulfilling legal duties, Board Members are an integral part of the day to day operations of Katy Cares.

PURPOSE AND AIM

Katy Cares is a nonprofit Organization that is based on and managed in accordance with Christian Biblical principles. Everyone is required to adhere to the all policies and procedures, and to ensure conduct is in keeping with the nonprofit Organization's Christian identity, beliefs, values and objectives.

The aim of this Code of Ethics and Conduct is to formalize the standards by which everyone needs to behave in all circumstances regardless of the location. Everyone undertakes to render their services and to regulate their conduct in line with the requirements of this Code.

The purpose of upholding this Code formally is to provide members of the Board of Directors, employees, volunteers and official representatives with guidelines for making ethical choices and to ensure that there is accountability for those choices.

This Code is intended to provide direction for all to perform their official duties and conduct their private life in a manner that avoid possible conflicts of interest with the values of Katy Cares and ensure that there is accountability for those duties and conduct.

By abiding by this Code, it is intended that everyone will contribute to strengthening the professionalism and impact of the work of Katy Cares and have a shared understanding of who we are and how we behave.



This Code supports the achievement of our nonprofit Organization's vision, mission and values. It is supported by various policies and procedures as Katy Cares is fully committed to ensuring that individuals are not discriminated against because of gender, marital status, race, culture, religion or belief, age, disability, and maternity, or employment status.

SCOPE AND VALUES

Love: To love, care for and serve others, unconditionally, especially mothers and children who are affected by situational homelessness.

Dignity: Every human being is of equal worth and should be given every opportunity to develop and realize his/her full potential.

Equality: All individuals and families have the right to equality of voice, opportunity and outcomes and to always be treated with dignity and respect.

Diversity: We recognize that those who are different from ourselves should have an equal right to access resources and opportunities.

Honesty: Realizing and acknowledging that making mistakes is human. It is how we grow. If and when we learn from our own and other's mistakes, we will grow together and achieve together.

Fairness: Respecting everyone's individual human rights and privacy, eliminating any potential kind and form of discrimination, whether based on religion, belief, race, ethnicity, nationality, gender or physical disability.

Confidentiality: The non-disclosure of the private information of another. The state of data privacy, which is generally held under legal and ethical obligations of non-disclosure. The statutorily protected right and duty of professionals not to disclose information acquired during consultation and/or therapy.



Generosity: The act of being kind, selfless, and giving to and serving others. Although it is an act that is done to benefit others' well-being, generosity also increases our well-being. It is intentional.

Integrity: The practice of being honest, to show a consistent and uncompromising adherence to strong moral and ethical principles and values. It means doing the right thing in an honorable, transparent and fair manner.

Diligence: Diligent and truthful conduct means everyone is determined to perform tasks and responsibilities carefully, accurately, in a constant and earnest effort with a sense of urgency, coupled by good judgement and ongoing perseverance to accomplish excellence.

Accountability: The ability and willingness to rectify mistakes and manage consequences, take responsibility for our actions, care about the quality of our facilities and the services our nonprofit Organization provides.

Credibility: Comprises the objective and subjective components of the believability and trustworthiness of a source, message, intentions and/or actions and the level of expertise and experience in our execution.

STANDARDS

As representatives of Katy Cares, we commit to:

- Use, utilize and be accountable for information, data, funds and resources entrusted to us in a responsible, ethical and cost-effective manner.
- Ensure the safety, health, welfare and wellbeing of all Katy Cares official representatives and participants in our Trauma Informed Therapeutic Program.
- Adhere to all statutory, legal, health, safety and other regulatory requirements.

BEHAVIOR

As representatives of Katy Cares, we commit to:



- Behave in an appropriate manner, treat all people fairly, with respect and dignity and recognize the professional and personal opinion of others.
- Be accountable for our actions and will not use relationships for our own personal benefit and/or to advance our own interest.
- Work with others in an open and participative way, co-operating both within and across teams and other organizations to support the delivery of our organizational objectives and fulfill our purpose.
- Not use or be under the influence of alcohol, drugs, narcotics and/or illegal substances whilst representing, serving, working or volunteering for Katy Cares.
- Ensure that our conduct does not compromise the nonprofit Organization's values and does not impact on or undermine our ability to fulfill our responsibilities.
- Not say or do anything that would impact the credibility and reputation of Katy Cares or which may bring our nonprofit Organization into disrepute.
- Not disclose information that is confidential and private or may be used to harm Katy cares or any individual involved with our nonprofit Organization.
- Perform our duties and responsibilities and conduct our private life in a manner that avoids possible conflicts of interest with the work of Katy Cares.
- Exempt ourselves from any procurement or other situation where a conflict of interest may arise.
- Not accept personal gifts and favors from contractors, suppliers, service providers and/or partners because of an improper or unprofessional relationship.
- Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of Katy Cares.
- Report any form of illegal activity, relating to Katy Cares, its representatives or beneficiaries or where there is a safeguarding risk.
- Not abuse, exploit or engage in inappropriate or physical behavior and relationships with any members of affected communities, and/or participants in our Program, regardless of age and consent.
- Refrain from any form of harassment, discrimination, sexual, physical or verbal abuse, intimidation or exploitation, in all circumstances.

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