



CODE OF ETHICS AND CONDUCT



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INTRODUCTION

The Board of Directors of Katy Cares, Inc., is the fiduciaries who steer the organization towards a sustainable future. They do this by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit organization has adequate resources and support - to advance its vision and mission and meets its obligations to our donors, supporters, sponsors, the community at large, clients, especially those single-parent families who participate and are enrolled in our Trauma Informed Therapeutic Program services, activities, and events.

This Code of Ethics and Conduct is part of our legal governance, management approach, and guidelines 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 goodwill.

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 bylaws; and that 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. Beyond fulfilling legal obligations, Board Members are an integral part of the day-to-day operations of Katy Cares. Board members also play significant roles in guiding 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.

Duty of Giving: All Board Members are expected to contribute financially or volunteer at any fundraising event and donation drive. Board members are thus likely to donate and give their time and energy to the organization they serve.

Duty of Connecting: Fundraising is an essential duty of board members. In addition to personal gifts, they are expected to make connections between the organization and potential donors, maintain relationships with the organization's primary donors and facilitate partnerships with stakeholders in the community.

PURPOSE AND AIM

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

This Code of Ethics and Conduct aims to formalize the standards by which everyone needs to behave in all circumstances, regardless of 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 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 avoids possible conflicts of interest with Katy Cares' values and ensure 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 achieving our nonprofit Organization's vision, mission, and values. Various policies and procedures support it. Katy Cares is fully committed to ensuring that individuals are not discriminated against because of gender, marital status, race, culture, religion, belief, age, disability, maternity, or employment status.

SCOPE AND VALUES

Love: To love, care for and serve others unconditionally, especially single-parent families and families that are economically, socially, and spiritually disadvantaged.

Dignity: Every human being is of equal worth and should be given every opportunity to develop and realize their 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 different from us 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 others' mistakes, we will grow together and achieve together.



Fairness: Respecting everyone's 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 statutorily protected right and duty of professionals not to disclose information acquired during the consultation and therapy. The state of data privacy is generally held under legal and ethical obligations of non-disclosure.

Generosity: 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 honorably, transparently, and fairly.

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, good judgment, and ongoing perseverance to accomplish excellence.

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

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

Accuracy: The President as Chief Executive needs to ensure that all official records and documents are secured, available in electronic format, and saved appropriately.



STANDARDS

As representatives of Katy Cares, we commit to the following:

- Use, utilize and be accountable for the information, data, funds, and resources entrusted to us responsibly, ethically, and cost-effectively.
- Ensure the safety, health, welfare, and well-being of all Katy Cares official representatives, clients, 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 the following:

- Behave appropriately, treat all people fairly, with respect and dignity and recognize the professional and personal opinions of others.
- Be accountable for our actions and will not use relationships for our benefit and advance our interests.
- Work with others in an open and participative way, cooperating 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 illegal substances while 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 confidential and private information that 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 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 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 participants in our Program, regardless of age and consent.
- Refrain from harassment, discrimination, sexual, physical, or verbal abuse, intimidation, or exploitation, in all circumstances.

SUBSCRIPTIONS

All board members endorse and subscribe to all other Katy Cares, Inc. Policies.

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