



CODE OF CONDUCT



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Effective Date: April 1, 2020

Last Revised: April 1, 2026

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INTRODUCTION

The Board of Directors of Katy Cares, Inc. serves as the fiduciary body responsible for guiding the organization toward a sustainable, mission-aligned future. This responsibility is fulfilled through the adoption and implementation of sound, ethical, and legally compliant governance and financial management policies — and by ensuring that the organization maintains the adequate resources, infrastructure, and support necessary to advance its vision and mission, honor its obligations to donors, supporters, sponsors, and community partners, and serve the single-parent families enrolled in our trauma-informed therapeutic programs, services, activities, and events.

This Code of Ethics and Conduct forms a foundational part of our legal governance and management framework. It outlines the standards of behavior expected of all Board members, employees, volunteers, and official representatives of Katy Cares, Inc., in all circumstances and settings.

As a nonprofit organization, the Board of Directors of Katy Cares carries three primary legal duties:

Duty of Care: To act prudently and responsibly in all organizational matters — ensuring the wise stewardship of all assets, including facilities, personnel, financial resources, and organizational goodwill.

Duty of Loyalty: To ensure that the organization's activities, decisions, and transactions serve its mission first and foremost. Board members are required to recognize and disclose conflicts of interest, and to make all decisions in the best interest of the organization — not in the personal interest of any individual, board member, or for-profit entity.

Duty of Obedience: To ensure that Katy Cares complies with all applicable laws and regulations, operates in accordance with its bylaws, and remains faithful and accountable to its stated mission, purpose, and organizational objectives.

Beyond their legal and fiduciary obligations, Board members play a vital and active role in shaping Katy Cares' culture, strategic direction, effectiveness, and long-term financial sustainability. They serve as ambassadors, advocates, volunteers, and representatives of the organization in the wider community—and are expected to embrace that responsibility with full commitment.

Duty of Giving: All Board members are expected to contribute personally — whether through financial donations or active participation in fundraising events and donation drives. Board



members lead by example in investing their time, resources, and energy in the organization they serve.

Duty of Connecting: Fundraising is an essential responsibility of every Board member. In addition to personal giving, Board members are expected to actively connect the organization with prospective donors, cultivate and maintain relationships with existing major donors, and facilitate meaningful partnerships with stakeholders across the community.

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1. PURPOSE AND AIM

Katy Cares, Inc. is a nonprofit organization founded on and governed according to Christian Biblical principles. All individuals associated with the organization — in any capacity — are expected to conduct themselves in a manner consistent with the organization's Christian identity, beliefs, values, and mission.

The purpose of this Code of Ethics and Conduct is to formalize the standards by which all Board members, employees, volunteers, and official representatives are expected to behave — in all circumstances, regardless of location or setting. By endorsing and adhering to this Code, every individual commits to rendering their services and conducting themselves in a manner that upholds and advances the values and mission of Katy Cares.

Specifically, this Code is intended to:

- Provide clear guidelines for making ethical decisions and exercising sound judgment in all organizational matters
- Establish accountability for the choices made and actions taken by all organizational representatives
- Guide all individuals in conducting their official duties and personal conduct in a manner that avoids conflicts of interest with the work and values of Katy Cares
- Strengthen the professionalism, credibility, and community impact of the organization
- Foster a shared understanding of who we are, what we stand for, and how we are expected to behave

This Code, together with Katy Cares' organizational policies and procedures, supports the achievement of our vision, mission, and values. Katy Cares is fully committed to ensuring that no individual is discriminated against based on gender, marital status, race, culture, religion, belief, age, disability, pregnancy, or employment status.

2. SCOPE AND ORGANIZATIONAL VALUES

This Code applies to all Board members, employees, volunteers, contractors, and official representatives of Katy Cares, Inc. — across all physical locations, virtual environments, events, and any setting where the organization conducts its work or is represented.



The following values define who we are and how we engage with one another, with the families we serve, and with the broader community. They are not aspirational statements — they are operational expectations:

- Love** To love, care for, and serve others unconditionally — especially single-parent families and those who are economically, socially, and spiritually disadvantaged. Love is the foundation of everything we do.
- Dignity** Every human being is of equal worth and deserves every opportunity to develop and realize their full potential. We affirm the inherent dignity of every person we encounter.
- Equality** All individuals and families have the right to equality of voice, opportunity, and outcomes, and to always be treated with dignity and respect — without exception.
- Diversity** We recognize that those who are different from us have an equal right to access resources, opportunities, and the full range of our services. We welcome and honor the diversity of those we serve and those who serve with us.
- Honesty** We acknowledge that making mistakes is part of being human. What matters is how we respond — with honesty, transparency, and a genuine commitment to learning and growing together from every experience.
- Fairness** We respect every person's human rights and privacy, and we are committed to eliminating any form of discrimination — whether based on religion, belief, race, ethnicity, nationality, gender, or physical ability.
- Confidentiality** We are bound by legal and ethical obligations to protect the private information of those we serve. Information acquired through our programs and services is held in the strictest confidence and is never disclosed without proper authorization.
- Generosity** We give of ourselves — our time, resources, and expertise — not to gain recognition, but because service to others is the highest expression of our values and our faith.



Integrity	We do what is right — consistently, transparently, and without compromise — even when no one is watching. Integrity means that our actions always align with our stated values and commitments.
Diligence	We approach every responsibility with care, accuracy, and perseverance. We are committed to excellence in everything we do — bringing urgency, good judgment, and sustained effort to every task.
Accountability	We take full ownership of our actions, acknowledge our mistakes without deflection, and commit to making things right. Accountability is not a burden — it is an expression of the respect we have for those who trust us.
Credibility	Our words and actions must be worthy of trust. We build credibility through consistency, expertise, and the unwavering alignment of our conduct with our stated mission and values.
Accuracy	The President, as Chief Executive, is responsible for ensuring that all official records, documents, and reports are accurate, secure, maintained in electronic format, and properly archived in accordance with legal and organizational requirements.

3. STANDARDS

As representatives of Katy Cares, Inc., we commit to the following standards in all aspects of our service:

- Exercise responsible, ethical, and cost-effective stewardship of all information, data, funds, and resources entrusted to us
- Ensure the safety, health, welfare, and well-being of all Katy Cares representatives, program participants, clients, and the communities we serve
- Adhere fully to all statutory, legal, health, safety, and other applicable regulatory requirements
- Maintain the highest standards of professional conduct in all organizational roles and settings
- Represent Katy Cares with integrity, dignity, and a spirit of service at all times



4. BEHAVIOR

As representatives of Katy Cares, we commit to conducting ourselves in the following manner:

- Treat all people fairly, with dignity and respect, and recognize the value of differing professional and personal perspectives
- Be accountable for our actions and refrain from using our relationships or positions for personal gain or private advantage
- Work collaboratively, openly, and cooperatively — within and across teams and partner organizations — in service of our shared mission and organizational objectives
- Never use or be under the influence of alcohol, drugs, narcotics, or illegal substances while representing, serving, working for, or volunteering with Katy Cares
- Conduct ourselves in a manner that upholds the organization's values and never compromises our ability to fulfill our responsibilities
- Refrain from saying or doing anything that would damage the credibility, reputation, or standing of Katy Cares, or that could bring the organization into disrepute
- Protect the confidentiality of all private and sensitive information and never disclose it in a manner that could harm Katy Cares or any individual connected with the organization
- Conduct both our official duties and our private lives in a manner that avoids potential conflicts of interest with the work and mission of Katy Cares
- Recuse ourselves from any procurement, contracting, or other decision-making situation in which a conflict of interest — real or perceived — may arise
- Decline personal gifts, favors, or inducements from contractors, suppliers, service providers, or partners that could be construed as improper, or that could compromise our independence and professional judgment
- Avoid involvement in any criminal activity, any action that contravenes human rights, or any conduct that could compromise the integrity or reputation of Katy Cares or its work
- Report any suspected illegal activity, safeguarding risk, or conduct that harms or threatens the welfare of any individual connected with the organization
- Never abuse, exploit, or engage in inappropriate physical, emotional, or relational conduct with community members, program participants, or any other individuals served by Katy Cares — regardless of age or apparent consent



- Refrain absolutely from harassment, discrimination, sexual misconduct, physical or verbal abuse, intimidation, or exploitation in all circumstances and settings
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5. CONFLICTS OF INTEREST

A conflict of interest arises when a personal, financial, or professional interest of any Board member, employee, volunteer, or representative has the potential — whether real or perceived — to interfere with the individual's ability to act in the best interest of Katy Cares.

- All individuals are required to disclose any actual, potential, or perceived conflict of interest promptly and fully to the appropriate party
 - Board members must disclose conflicts of interest before any vote, decision, or discussion in which they have a personal or financial stake
 - Individuals with a conflict of interest must recuse themselves from all related deliberations, votes, and decisions
 - No individual may use their position, relationships, or access to organizational resources for personal gain or the benefit of any third party
 - Conflicts of interest are documented and managed in accordance with Katy Cares' Conflict of Interest Policy
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6. CONFIDENTIALITY

Katy Cares is entrusted with sensitive personal, financial, and organizational information. All individuals associated with the organization are bound by strict confidentiality obligations — both during and after their service.

- All personal information relating to program participants, clients, donors, and staff is held in the strictest confidence and protected in accordance with applicable law
 - Confidential organizational information — including financial data, strategic plans, donor records, and internal communications — may not be disclosed to unauthorized parties
 - Information acquired during the delivery of counseling, therapy, or case management services is protected by both legal and ethical obligations of non-disclosure
 - Confidentiality obligations survive the conclusion of an individual's service or employment with Katy Cares
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- Any breach of confidentiality is treated as a serious policy violation and may result in disciplinary action, including termination or removal
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7. FINANCIAL INTEGRITY

The responsible and transparent stewardship of Katy Cares' financial resources is a fundamental obligation of every Board member, employee, and official representative. The organization's financial sustainability is the foundation on which its mission is built.

- All financial decisions must be made in the best interest of the organization and its mission — never for personal gain
 - Organizational funds, assets, and resources may not be used for personal purposes under any circumstances
 - All financial transactions must be properly authorized, accurately recorded, and fully documented in accordance with applicable accounting standards and nonprofit regulations
 - Board members are required to review and approve annual budgets and financial statements with diligence and informed judgment
 - Any suspected financial misconduct, fraud, or misappropriation must be reported immediately through the organization's established reporting channels
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8. SAFEGUARDING AND PROTECTION

Katy Cares is committed to the safety, dignity, and protection of every individual who engages with our programs and services — particularly the vulnerable single mothers and children at the heart of our mission. Safeguarding is not optional — it is a non-negotiable organizational priority.

- All individuals associated with Katy Cares are responsible for the safety and protection of program participants and must immediately report any concern or risk to the appropriate party
 - No representative of the organization may engage in any form of physical, emotional, sexual, or psychological abuse, exploitation, or inappropriate conduct toward any program participant, community member, child, or vulnerable individual
 - Consent does not excuse inappropriate conduct — our duty of care extends unconditionally to all individuals served by the organization
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- Any safeguarding concern or incident must be reported promptly, documented accurately, and addressed in accordance with the organization's safeguarding protocols and applicable law
 - All staff, volunteers, and Board members receive appropriate safeguarding orientation and are expected to maintain awareness of their responsibilities at all times
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9. COMMUNICATION AND REPRESENTATION

Every individual associated with Katy Cares is an ambassador of the organization. How we communicate and conduct ourselves in public — whether in person, in writing, or online — reflects directly on the credibility, reputation, and mission of Katy Cares.

- All public statements, media communications, and official organizational communications must be accurate, professional, and consistent with the organization's mission, values, and approved messaging
 - Only authorized individuals may speak on behalf of Katy Cares in a formal or official capacity
 - Social media usage by representatives of the organization must reflect the standards of this Code and must not bring the organization into disrepute
 - Confidential information must never be disclosed in public communications, social media posts, or informal conversations
 - Representatives are expected to present the organization positively and professionally in all community engagements, partnerships, and public settings
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10. REPORTING VIOLATIONS

Katy Cares is committed to maintaining a culture of integrity and accountability in which every individual feels safe and supported in raising concerns. The organization relies on the vigilance and courage of its representatives to uphold the standards set out in this Code.

- Any individual who becomes aware of a violation of this Code — or of any applicable policy, law, or regulation — is expected to report it promptly through the appropriate channel
 - Reports may be made to the President / Executive Director, the Chairman of the Board, or any Board member — and may be made anonymously where preferred
 - Katy Cares strictly prohibits retaliation against any individual who raises a concern, makes a report, or participates in an investigation in good faith
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- All reports will be handled with discretion, confidentiality, and appropriate urgency
- Violations of this Code may result in disciplinary action up to and including termination of employment, removal from volunteer service, or removal from the Board of Directors
- All reporting, investigation, and resolution processes are governed by the organization's Whistleblower Policy

11. SUBSCRIPTIONS AND ACKNOWLEDGEMENT

All Board members, employees, volunteers, and official representatives of Katy Cares, Inc. are required to read, understand, and formally endorse this Code of Ethics and Conduct.

In addition, all Board members expressly endorse and commit to abiding by all other current and future policies of Katy Cares, Inc. — including but not limited to the Whistleblower Policy, the Equal Opportunity, Fairness, and Belonging Policy, the Non-Discrimination and Anti-Harassment Policy, the Conflict of Interest Policy, and all other governance and operational policies as adopted and updated by the Board of Directors.

By signing below, each individual confirms that they have read and understood this Code, agree to be bound by its standards in all aspects of their service to Katy Cares, and understand that violations may result in disciplinary action.

Full Name (Print)

Title / Role

Signature

Date



12. POLICY ADOPTION

This Code of Ethics and Conduct was adopted by the Board of Directors of Katy Cares, Inc. on the date indicated below.

Chairman: Board of Directors
Dr. Jerry Edmonson

President: Executive Director
Dr. Dawid J Pieterse

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Last Revised: April 1, 2026

Next Review Date: April 1, 2027

Katy Cares, Inc. is committed to creating and maintaining an environment where every person is treated with dignity, respect, and equity. This policy reflects our values and our legal obligations. Together, we build a more inclusive and welcoming Organization and community.

Chairman, Board of Directors

Date: _____

President / Executive Director

Date: _____



Katy Cares, Inc. is committed to excellence, integrity, and the highest standards of ethical conduct in all that we do — in service of the families who trust us, the community that depends on us, and the mission that calls us.