



Kalayaan Filipino Cultural Organization (KFCO)

KFCO Code of Ethics

Respect for the communities we work with and serve.

Integrity in our actions.

Responsibility for our decisions and their consequences.

We are committed to:

- *Acting honestly, truthfully and with integrity in all our transactions and dealings*
- *Avoiding conflicts of interest*
- *Appropriately handling actual or apparent conflicts of interest in our relationships*
- *Treating our members and volunteers fairly*
- *Treating every individual with dignity and respect*
- *Being a responsible officer/member/volunteer and complying with the Constitution and by laws*
- *Acting responsibly for the benefit of the community that we serve*
- *Being responsible, transparent and accountable for all of our actions; and*
- *Improving the accountability, transparency, ethical conduct and effectiveness of the organization*

Confidentiality Policy

All information concerning Executive Council, Members, Volunteers and financial data, and records of Kalayaan Filipino Cultural Organization is confidential. "Confidential" means that you are free to talk about KFCO and about your program and

your position, but you are not permitted to disclose Member's names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of member care and ethics. KFCO expects you to respect the privacy of the Executive Council and Members and to maintain their personal and financial information as confidential. All personal records must be treated as confidential. General information, policy statements or financial statements that is not identified with any of the members is not classified as confidential. Executive Council and Members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers. Failure to maintain confidentiality may result in termination of your membership, or other corrective action. This policy is intended to protect you as well as KFCO because in extreme cases, violations of this policy also may result in personal liability.

Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of Executive Council, Members, and Volunteers from interfering with the performance of their duties and responsibilities to Kalayaan Filipino Cultural Organization, or result in personal financial, professional, or political gain on the part of such persons at the expense of KFCO or its Members. Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include the Executive Council. Volunteer means a person -- other than a board member.

Policy and Practices

1. Full disclosure, by notice in writing, shall be made by the Members to the Executive Council in all conflicts of interest, including but not limited to the following:

a. A Board member is related to another board member by blood, marriage or domestic partnership, elected or appointed at the same time in the position of Chairperson, Vice Chair, Secretary, Treasurer or Internal Auditor.

b. Anyone in a position to make decisions about spending KFCO's resources (i.e., transactions such as purchases contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); she/he should not participate in any final decisions.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the Executive Council shall determine whether a conflict of interest exists and, if so, the Council shall vote to authorize or reject the membership/position or take any other action deemed necessary to address the conflict and protect KFCO's best interests. Both votes shall be by a majority vote without counting the vote of any interested member, if there is less than a quorum, at least one consenting Board is disinterested and 3 of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.

Personal Information Protection Policy

KFCO is committed to safeguarding the personal information entrusted to us by our members and volunteers. We manage their personal information in accordance with FIPPA (Freedom of Information and Protection of Privacy Act). This policy outlines the principles and practices we follow in protecting the member's personal information.

**that an individual has the right to control hi/her own personal information and*

**that the privacy rules governing the collection, use, disclosure, retention and disposal of personal information are necessary*

This policy applies to KFCO to all members and volunteers. A copy of this policy is provided to any members on request.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, home address and phone number, age, sex, marital or family status, an identifying number, financial information, educational history, etc.

Consent

We ask for consent to collect, use or disclose client personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume the consent in cases where the volunteer information for an obvious purpose.

We assume the consent to continue to use and, where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected.

Grievance Procedure and Internal Dispute Resolution

Open Door Policy

An open door policy implies that when a Board Member or Member or Volunteer has a concern he/she should first approach the Chairperson for an informal discussion and attempt at resolution, and if not satisfied, should write a formal complaint which the Chairperson is obligated to take to the next level of management, that is to seek advice to the Advisers of the KFCO. Often a policy will spell out the time frames for Board/Member complaints and for the organization's responses. It is best to respond as quickly as possible to any complaint. To cover situations when the complainant is not satisfied with the response of the Chairperson to a stated concern, the KFCO Executive Council may get involved in the dispute resolution process.

Alternatively, if the KFCO does not wish to involve the Executive Council in internal squabbles, the Chairperson can serve as the final arbiter. The advantage of an open door policy is that the Organization has numerous opportunities to self-check, to ensure that its policies were followed, and to correct any deficiencies before a potentially hostile review by external eyes.

Signed by Executive Council 2020 - 2022