

Fairhill Center

Ethics Policy

Article I—Purpose

This Ethics Policy was adopted by the Board of Directors of Fairhill Center, an Ohio nonprofit corporation (the “Board” and “Fairhill”). Its purpose is to assure that members of the Board, employees, volunteers and any member of a committee with powers delegated by the Board (“Committee”) uphold the highest standards of professional, personal and ethical behavior, as embodied in the ethical principles set out below, and that they dedicate themselves to carrying out Fairhill’s mission, the chief function of which is to serve the best interests of aging individuals, families and communities.

Article II—Ethical Principles

1. Act in such a manner as to uphold and enhance professional and personal honor, integrity and dignity and to comply with applicable laws of local, state and federal governments.
2. Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all activities in order to inspire confidence and trust in such activities.
3. Serve with respect, concern, courtesy and responsiveness in carrying out Fairhill Center’s mission.
4. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication and compassion.
5. Collaborate with and support other professionals in carrying out Fairhill Center’s mission.
6. Accept as a personal duty the responsibility of all Board and Committee members, employees and volunteers to keep up to date on relevant issues and to conduct themselves with professional competence, fairness, impartiality, efficiency and effectiveness.
7. Strive for professional and personal excellence and encourage the lifelong learning and development of Board and Committee members, employees and volunteers.
8. Build professional reputations on the merit of performance and refrain from unfair competition.
9. Respect the structure and responsibilities of the Board, ensuring that its members have the necessary facts and advice as a basis for their policy decisions, including the integrity of recording and reporting financial results.
10. Implement policies adopted by the Board.

11. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
12. Hold paramount the safety, health and welfare of the public in the performance of professional duties.
13. Keep the constituent community informed about issues affecting it.
14. Refuse to offer or accept gifts or entertainment of substantial value.
15. Respect and protect privileged information to which access comes in the course of official duties.
16. Protect from waste or unauthorized use Fairhill's assets, including, but not limited to, physical assets, computers, other information systems and proprietary information.

Article III—Review of the Ethics Policy

This Ethics Policy will be reviewed not less often than every other year. A report on the review will be made to the Audit Committee of the Board by the Chief Executive Officer and the Ethics Policy's Compliance Officer (the "Compliance Officer") designated by the Chief Executive Officer and approved by the Board.

Article IV—Violations

Duty to Report. Every Board and Committee member, employee and volunteer has the personal responsibility to bring to the attention of a supervisor or the Compliance Officer any activity that in his or her judgment would violate the ethical principles set out above in Article II. The person so acting will receive within ten business days acknowledgment of receipt of the reported or suspected violation. All reports will be promptly investigated and corrective action taken if warranted by the investigation.

Reporting Procedure. This Ethics Policy supports Fairhill's open door policy which encourages employees to share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best person to address an area of concern. However, if an employee is not comfortable about speaking with his or her supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with the Compliance Officer or a member of the management team whom he or she is comfortable in approaching. Supervisors and managers are required to report suspected violations of the Ethics Policy to the Compliance Officer whose responsibility it is to investigate all reported violations. For suspected fraud or when an employee is uncomfortable with following Fairhill's open door policy, the employee should contact the Compliance Officer directly.

Investigation and Reporting. The Compliance Officer, assisted by staff as he or she sees fit, is responsible for investigating and resolving all reported complaints and allegation concerning violations of the Ethics Policy and, at his or her discretion, will advise the Chief Executive Officer or the Board of Directors' Committee. The Compliance Officer has direct access to the Audit Committee and is required to report to the Audit Committee at least annually on compliance activity. Fairhill's Compliance Officer is appointed by the Chief Executive Officer subject to the approval of the Board.

Confidentiality. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Retaliation. No Board or Committee member, employee or volunteer who in good faith reports a violation of this Ethics Policy will suffer harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Ethics Policy is intended to encourage and enable employees and others to raise serious concerns within Fairhill prior to seeking resolution outside.

Good Faith Complaint. Anyone filing a complaint concerning a violation or suspected violation of this Ethics Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Article V—Understanding the Ethics Policy

Not less than every other year, the Ethics Policy will be presented and discussed with Board and Committee members, employees and volunteers. Any Committee member, employee or volunteer who requires additional training on or clarification of this Ethics Policy may request additional training from the Compliance Officer.

Article VI—Annual Statement

Each Board and Committee member, employee and volunteer will annually sign a statement which affirms that such person:

1. Has received a copy of, read and understands the Ethics Policy;
2. Will comply with the Ethics Policy; and
3. Understands that Fairhill is a charitable, nonprofit corporation and that, in order to maintain its federal tax exemption, must engage primarily in activities which accomplish one or more of its tax-exempt purposes.