

ALPF Code of Ethics

The American Leadership & Policy Foundation (ALPF) seeks to be an organization of ideas and critical thinking, unswayed by the influence of the powerful or the purchasing power of the wealthy. Therefore, ethical dealings by ALPF and its representatives and agents should be on the highest level and pass the most rigid scrutiny. Because ALPF holds to the highest standards of ethical conduct, Senior Fellows, Directors, Fellows, Interns, Officers, Members, and anyone acting on ALPF's behalf (contractors, employees, volunteers, etc.) are subject to the following ethics requirements. Violation can expose the violator to certain restrictions, as determined by the Board of Directors, and could even result in removal from any position with the ALPF.

The following guidelines are in addition to ALPF's adopted AAPOR Research Principles. These rules specifically target financial dealings of the ALPF and its directors, participants, and organizers.

Responsible Stewardship

The organization and its subsidiaries should manage funds responsibly and prudently. This should include the following considerations:

- ❖ Self-dealing is a conflict of interest and a clear violation of ALPF standards. Self-dealing includes:
 - Receiving funds or the promise of employment from any organization or business which is involved in an economic arrangement with ALPF,
 - Having an ownership interest in or financial arrangement with an organization involved in an economic arrangement with ALPF,
 - Obtaining a financial benefit from ALPF for oneself or a family member, defined as anyone within one's immediate family, household (whether related by blood or not), and close relatives like children of any age, parents, uncles and aunts, first cousins, nephews and nieces,
 - Paying oneself for expenses on behalf of ALPF without prior approval from the Chief Financial Officer or the Chairman of the Board. Member expense reimbursement(s) will be pre-approved by Chairman, Vice-chairman, or CFO in writing (digital or in hard copy) and will be pragmatic and sensible both weighing and balancing the corporation's budget and benefit to the foundation, public, and member seeking reimbursement. Those members who are reimbursement approval authorities (Chairman, Vice-chairman, and/or CFO) will submit reimbursement(s) requests to one of the other approval authorities, and if all three are unable to act in that approval capacity, the board will be the approval authority.
- ❖ A personal relation or family member or organization can purge itself of the self-dealing taint upon a Fellow, Officer, Director, Member, or other ALPF representative if the Board of Directors has prior knowledge of the relationship, no Director with a relational interest votes on offering the opportunity, and if the

opportunity is broadcast to a sufficient number of persons, that number being subject to the decision of the Board in order to purge the taint.

- ❖ The organization compensates staff, and any others who may receive compensation, based on expenses spent for the organization and pursuant to written agreements prior to payment;
- ❖ Organizations that solicit funds have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- ❖ Organizations do not accumulate operating funds excessively;
- ❖ Organizations with endowments (both foundations and public charities) prudently draw from endowment funds consistent with donor intent and to support the public purpose of the organization;
- ❖ Organizations ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- ❖ All financial reports are factually accurate and complete in all material respects.

Fundraising

Organizations that raise funds from the public or from donor institutions are truthful in their solicitation materials. Organizations respect the privacy concerns of individual donors and expend funds consistent with donor intent. Organizations disclose important and relevant information to potential donors. In raising funds from the public, ALPF and its representatives will respect the rights of donors, as follows:

- ❖ To be informed of the mission of the organization, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- ❖ To be informed of the identity of those serving on the organization's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- ❖ To have access to the organization's most recent financial reports;
- ❖ To be assured their gifts will be used for the purposes for which they were given;
- ❖ To receive appropriate acknowledgement and recognition;
- ❖ To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- ❖ To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- ❖ To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- ❖ To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,
- ❖ To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.