



**Camp Ho Mita Koda**

*"Welcome My Friend"*

# **Volunteer Handbook**

Updated November 2018

|  |    |
|--|----|
| FOREWORD   | 3  |
| <b>I. INTRODUCTION</b>                               | 4  |
| A. ORGANIZATION MISSION                              | 4  |
| B. VOLUNTEER/STAFF RELATIONS                         | 4  |
| C. EQUAL OPPORTUNITY POLICY                          | 4  |
| <b>II. VOLUNTEER RIGHTS &amp; RESPONSIBILITIES</b>   | 4  |
| <b>III. VOLUNTEER PROGRAM PROCEDURES/DEVELOPMENT</b> | 4  |
| A. INTERVIEWING/SCREENING                            | 4  |
| B. ORIENTATION & TRAINING                            | 5  |
| C. SUPERVISION                                       | 5  |
| D. FEEDBACK & EVALUATION                             | 5  |
| E. RECOGNITION & OPPORTUNITIES FOR ADVANCEMENT       | 5  |
| F. VOLUNTEER RECORDS                                 | 6  |
| G. SCHEDULED VOLUNTEER TIME/RECORD OF HOURS          | 6  |
| <b>IV. VOLUNTEER CONDUCT</b>                         | 6  |
| A. STANDARD OF CONDUCT                               | 6  |
| B. ABSENTEEISM                                       | 6  |
| C. GRIEVANCE PROCEDURE                               | 6  |
| D. DISCONTINUATION OF VOLUNTEER SERVICE              | 6  |
| E. MEDIA CONTACT                                     | 6  |
| F. ALCOHOL/DRUGS                                     | 7  |
| G. HARASSMENT POLICY                                 | 7  |
| H. DRESS CODE  | 7  |
| I. CONFIDENTIALITY                                   | 7  |
| <b>V. SAFETY &amp; LIABILITY</b>                     | 7  |
| A. SAFETY  | 7  |
| B. LEGAL LIABILITY                                   | 8  |
| C. CONFLICT OF INTEREST                              | 8  |
| D. CONFLICT OF INTEREST STATEMENT / DISCLOSURES      | 11 |
| E. CODE OF ETHICS                                    | 14 |
| F. ACKNOWLEDGEMENT OF RECEIPT CODE OF ETHICS         | 16 |
| <b>VII. ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK</b>   | 17 |

## **FOREWORD**

Welcome!

Whether you have just joined Camp Ho Mita Koda Foundation as a volunteer or have been supporting us with your time and talents for many years, we are confident that you will find it a dynamic and rewarding place to serve the T1D and camp community. We are pleased that you have made the decision to join us in meeting our mission: to help children living with Type 1 Diabetes grow in mind, body, and spirit through an outdoor camping experience that strengthens their confidence and creates a community of peers.

At Camp Ho Mita Koda Foundation, we believe that volunteers are a valuable resource. The purpose of this manual is to spell out our expectations and provide clear guidelines for volunteer/staff relationships.

We have tried to keep it simple. This handbook is not intended to address all the possible applications of, or exceptions to, our foundation's policies and procedures. For that reason, if you have any questions concerning the applicability of a policy or practice to you, you should address your specific questions to the Executive Director.

Please be aware that the procedures and practices described here may be modified or discontinued from time to time. We will inform you if and when changes occur.

Many of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those items.

## **I. INTRODUCTION**

### **A. ORGANIZATIONAL MISSION**

At Camp Ho Mita Koda Foundation, our mission is to help children living with Type 1 Diabetes grow in mind, body, and spirit through an outdoor camping experience that strengthens their confidence and creates a community of peers.

### **B. VOLUNTEER/STAFF RELATIONS**

Volunteers are critical to the success of Camp Ho Mita Koda Foundation and are essential to the organization's day-to-day operations. Volunteers and paid staff are considered partners in implementing the mission and programs of Camp Ho Mita Koda Foundation, each with complementary roles. Designated staff can be expected to provide orientation, training, supervision and feedback to volunteers.

A volunteer is anyone who, without compensation or the expectation of compensation, performs a task at the direction of and on behalf of Camp Ho Mita Koda Foundation.

### **C. EQUAL OPPORTUNITY POLICY**

Camp Ho Mita Koda Foundation maintains a strong policy of equal volunteer opportunity. We recruit, accept, train, promote and dismiss volunteers on the basis of personal competence and position performance, without regard to race, creed, color, religion, sex, sexual orientation, age, marital status or handicap.

## **II. VOLUNTEER RIGHTS & RESPONSIBILITIES**

Volunteers are viewed as a valuable resource to Camp Ho Mita Koda Foundation's staff and its clients. Volunteers have the right to be given meaningful assignments, the right to be treated fairly, the right to effective supervision, the right to full involvement and participation and the right to recognition for work completed. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to abide by the policies and procedures of the foundation.

## **III. VOLUNTEER PROGRAM PROCEDURES/DEVELOPMENT**

### **A. APPLICATION FORM**

Prospective volunteers are required to complete an application form for consideration in Camp Ho Mita Koda Foundation's Volunteer Program.

### **B. INTERVIEWING/SCREENING**

Prior to being assigned or appointed to a position, all volunteers will be interviewed to ascertain their suitability for, and interest in, a position. The interview will offer the opportunity to learn more about the prospective volunteer and give the prospective volunteer the chance to learn more about the organization.

All prospective volunteers placed in positions that involve working with or around children must complete a OH Child Abuse History, an FBI Criminal Record Check, and OH State Police Criminal Record Check . Child care volunteers must also provide proof of recent physical exam (good for one year) and tuberculosis (TB) test (good for two years). The exam must be administered no more than three months in advance of the volunteer start date and renewed annually. Volunteers serving only one day who do not have clearances will not be in contact with children.

### **C. ORIENTATION AND TRAINING**

All volunteers will receive a general orientation to the nature and purpose of the foundation, all pertinent policies and procedures, and to the work which the volunteer has been assigned. Volunteers will receive specific training to provide them with the information and skills necessary to perform the volunteer assignment. All volunteers should follow the written description for the work they perform on behalf of Camp Ho Mita Koda Foundation, which is detailed below.

**Child care:** Assist staff at during the summer camp season in caring for children. Duties may include preparing activities, snack, supervising an activity and escorting children to hand-washing and/or bathroom breaks.

**Office volunteer:** Assist staff with answering phones, copying, faxing and filing. Duties may also include organizing and assisting in special projects, as designated by the volunteer's supervisor.

**Outreach volunteer:** ADD MORE

**Special project volunteer:** These volunteer opportunities are project oriented and occur on an as-needed basis. They may include activities such as landscaping, painting, cleaning or making repairs at any of Camp Ho Mita Koda Foundation's properties. The scope of work and timeframe will be determined on a case-by-case basis.

### **D. SUPERVISION**

Every volunteer will have a clearly identified supervisor who will be responsible for support and direction. The supervisor will be responsible for the management and guidance of the work of the volunteer and shall be available to the volunteer for consultation and assistance.

### **E. FEEDBACK AND EVALUATION**

Volunteers shall receive periodic evaluations to review their work and progress. Evaluations will include an examination of the volunteer's performance of position responsibilities and a discussion of any suggestions the volunteer may have concerning the position or volunteer program.

#### **F. RECOGNITION AND OPPORTUNITIES FOR ADVANCEMENT**

Volunteer service is very valuable to Camp Ho Mita Koda Foundation, and we will recognize volunteers on both an informal and formal level including highlighting volunteer service in our foundation newsletter, and when appropriate, with the issuing of media releases. Exemplary volunteers will also be given the opportunity for advancement for other volunteer positions.

#### **G. VOLUNTEER RECORDS**

A system of records will be maintained on each volunteer with the organization. The record will include volunteer application, a signed and updated conflict of interest statement, emergency information, immunization record (if applicable), dates of service, position held, duties performed and evaluation of work.

#### **H. SCHEDULED VOLUNTEER TIME/RECORD OF VOLUNTEER HOURS**

A volunteer sign-in form will be present at each volunteer program or event, and volunteers should sign in and out each time they work on any project.

### **IV. VOLUNTEER CONDUCT**

#### **A. STANDARD OF CONDUCT**

The lasting impression that volunteers make on those they serve and work with reflects directly on all staff, volunteers and board members of Camp Ho Mita Koda Foundation. Our organization expects all volunteers to perform their duties in keeping with the highest ethical standards.

#### **B. ABSENTEEISM**

Volunteers should do their best to be present and on time for each event or activity for which they are scheduled. When volunteers know that they will be late or absent, they are requested to contact the person(s) in charge of the event or their supervisor at least 24 hours before they are expected to come or as soon as possible so that alternate plans can be made.

#### **C. GRIEVANCE PROCEDURE**

Volunteers and staff are expected to act professionally and in accordance with their position descriptions. When volunteers have a grievance concerning their work environment, they should report it promptly to the Executive Director. Every effort will be made to achieve efficient and effective resolution, and treat complaints with confidentiality, where possible.

#### **D. DISCONTINUATION OF VOLUNTEER SERVICE**

If volunteers wish to leave volunteer service for any reason, it is requested that they contact the Executive Director so that appropriate arrangements can be made. Volunteers have the right to terminate their volunteer service for any reason at any time. Camp Ho Mita Koda Foundation reserves the same right.

## **E. MEDIA CONTACT**

Volunteers should be careful not to represent themselves as spokespersons or representatives of Camp Ho Mita Koda Foundation under any circumstances without prior approval of the Executive Director.

## **F. ALCOHOL/DRUGS**

When participating in Camp Ho Mita Koda Foundation activities, volunteers are prohibited from purchasing, transferring, using or possessing illicit drugs, alcohol or prescription drugs in any way that is illegal. Implementation of this policy provides a drug and alcohol-free work place in order to ensure a safe, healthy and productive environment for all volunteers, employees and clients. If caught or suspected of breaking this policy, disciplinary actions up to and including termination will result.

## **G. HARASSMENT POLICY**

Volunteering should be an enjoyable experience. Harassment is not only illegal, but it also creates uncomfortable conditions and an unpleasant experience for everyone involved. Any volunteer who feels harassed should promptly notify the Executive Director in attempt to reach a solution.

## **H. DRESS CODE**

Camp Ho Mita Koda Foundation expects volunteers to maintain a neat, well groomed appearance at all times. Employees should avoid extremes in dress.

## **I. CONFIDENTIALITY**

All records and information relating to Camp Ho Mita Koda Foundation or its customers are confidential and employees must, therefore, treat all matters accordingly. No Camp Ho Mita Koda or Camp Ho Mita Koda -related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Camp Ho Mita Koda Foundation) may be removed from Camp Ho Mita Koda Foundation's premises without permission from the Executive Director.

Additionally, the contents of Camp Ho Mita Koda Foundation's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Volunteers must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Company. Volunteers who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

## **V. SAFETY AND LIABILITY**

### **A. SAFETY**

Although Camp Ho Mita Koda Foundation does its best to provide safe conditions for volunteers, it counts on volunteers to be the best protector of their own personal safety.

Volunteers should notify their immediate supervisor if they have a safety concern and report any injuries to the person in charge as soon as possible.

## **B. LEGAL LIABILITY**

Volunteers agree to assume the risk of any accident or injury to person or property that they may sustain in connection with their participation with Camp Ho Mita Koda Foundation. In addition, volunteers agree to release and discharge any of the foundation's board members, employees, affiliates and successors from any and all liability or responsibility for any such accident or injury.

Camp Ho Mita Koda Foundation will provide commercial general liability insurance for volunteers and staff while they serve as agents of Camp Ho Mita Koda Foundation. Volunteers must be working under the supervision and control of Camp Ho Mita Koda Foundation to be covered. The commercial general liability policy provides (or does not provide) medical expense payments for any injuries suffered by a volunteer. The foundation has (or does not have) a medical expense policy to cover any accidental injuries suffered by a volunteer.

Camp Ho Mita Koda Foundation board of directors is covered by .....Liability insurance.

## **Conflict of Interest Policy for Employees and Volunteers**

### **I. Application of Policy**

This policy applies to all employees and volunteers with decision making authority, such as board members, of Camp Ho Mita Koda Foundation. Persons covered under this policy are hereinafter referred to as "interested parties."

### **II. Conflict of Interest**

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following.

Financial Interests - A conflict may exist where an interested party or a relative or business associate of an interested party directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the organization. Examples include situations where:

- the organization contracts to purchase or lease goods, services or properties from an interested party or a relative or business associate of an interested party;



- the organization purchases an ownership interest in or invests in a business entity owned by an interested party or by a relative or business associate of an interested party;
- the organization offers employment to an interested party or a relative or business associate of an interested party, other than a person who is already employed by the organization;
- an interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business or seeks to do business with the organization; and
- an interested party or a relative or business associate of an interested party is gratuitously provided use of the facilities, property or services of the organization.

Other Interests - A conflict may also exist where an interested party or a relative or business associate of an interested party obtains a non-financial benefit or advantage that he would not have obtained absent his/her relationship with the organization or where his/her duty or responsibility owed to the organization conflicts with a duty or responsibility owed to some other organization. Examples include where:

- an interested party seeks to obtain preferential treatment by the organization for himself or relative or business associate;
- an interested party seeks to make use of confidential information obtained from the organization for his own benefit or for the benefit of a relative, business associate or other organization; and
- an interested party seeks to take advantage of an opportunity or enable a relative, business associate or other organization to take advantage of an opportunity, which she/he has reason to believe would be of interest to the organization.

### **III. Disclosure of Actual or Potential Conflicts of Interest**

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known or reasonably should be known.

An interested party shall complete a Conflict of Interest Statement and Questionnaire to fully and completely disclose the material facts about any actual or potential conflicts of interest. The disclosure statement shall be completed upon his/her association with the organization and shall be updated annually thereafter. An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the disclosure statements shall be provided to the Secretary of the Board and/or the Executive Director of the organization.

In the case of staff or volunteers with significant decision-making authority, the disclosure statements shall be provided to the Executive Director of the organization.

The Secretary of the board of directors/ED shall file copies of all disclosure statements with the official corporate records of the organization.

#### **IV. Procedures for Review of Actual or Potential Conflicts**

Whenever there is reason to believe that an actual or potential conflict of interest exists between Camp Ho Mita Koda Foundation and an interested party, the Board of Directors shall determine the appropriate organizational response. This shall include, but not necessarily be limited to, invoking the procedures described in Section IV, below, with respect to a specific proposed action or transaction.

Where the actual or potential conflict involves an employee of the organization other than the Executive Director, the ED shall, in the first instance, be responsible for reviewing the matter and may take appropriate action as necessary to protect the interests of the organization. The ED shall report to the Chairman the results of any review and the action taken. The Chairman, in consultation with the Executive Committee, shall determine if any further board review or action is required.

#### **V. Procedures for Addressing Conflicts of Interest - Specific Transactions**

Where an actual or potential conflict exists between the interests of Camp Ho Mita Koda Foundation and an interested party with respect to a specific proposed action or transaction, Camp Ho Mita Koda Foundation shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the board of directors of the organization. The following procedures shall apply:

- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of the corporation shall not participate in any way in, or be present during, the deliberations and decision making of the organization with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction.
- The disinterested members of the board of directors may approve the proposed action or transaction upon finding that it is in the best interests of the corporation. The board shall consider whether the terms of the proposed transaction are fair and reasonable to the organization and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with a party or entity that is not an interested party.

- Approval by the disinterested members of the board of directors shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present or for purposes of determining what constitutes a majority vote of directors in attendance.
- The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

## **VI. Violations of Conflict of Interest Policy**

If the board of directors has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

If, after hearing the response of the interested party and making such further investigation as may be warranted in the circumstances, the board determines that the interested party has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

*Camp Ho Mita Koda Foundation acknowledges the Pennsylvania Association of Nonprofit Organizations (PANO) in the development of the Conflict of Interest Policy and Statement.*

## **Conflict of Interest Statement**

### *Annual Affirmation of Compliance and Disclosure Statement*

I have received and carefully read the Conflict of Interest Policy for employees and volunteers of Camp Ho Mita Koda Foundation and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that Camp Ho Mita Koda Foundation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of Camp Ho Mita Koda Foundation, nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the Chairman of the Board of Directors of Camp Ho Mita Koda Foundation or to the Executive Director, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please print): \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

*Camp Ho Mita Koda Foundation wishes to acknowledge the Pennsylvania Association of Nonprofit Organizations (PANO) in the development of the Conflict of Interest Policy and Statement.*

## Disclosure Questionnaire

Please complete the questionnaire below, indicating any actual or potential conflicts of interest. If you answer “yes” to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets, if needed.

Financial Interests- A conflict may exist where an interested party or a relative or business associate of an interested party directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the organization.

Please indicate, during the past 12 months:

|   |   |
|---|---|
| <p>Has the organization contracted to purchase or lease goods, services or property from or otherwise had a direct business relationship with you or any of your relatives or business associates?</p> <p>If yes, please describe:</p>                            | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> |
| <p>Has the organization purchased an ownership interest in or invested in a business entity owned by you or owned by any of your relatives or business associates?</p> <p>If yes, please describe:</p>  | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> |
| <p>Has the organization offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by the organization?</p> <p>If yes, please describe:</p>  | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> |
| <p>Have you or any of your relatives or business associates been provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business or seeks to do business with the organization?</p> <p>If yes, please describe:</p> | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> |
| <p>Have you, or any of your relatives or business associates been gratuitously provided the use of the facilities, property or services of the organization or received a grant, loan or other financial assistance from the organization?</p>                    | <p><input type="checkbox"/> Yes<br/><input type="checkbox"/> No</p> |

|  |   |
|--|---|
| If so, please describe:  |   |
| Has a relative had a direct or indirect business relationship with the organization?<br><br>If yes, please describe:   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Have you served as an officer, director, trustee, key employee, partner or member/shareholder of an entity doing business with the organization?<br><br>If yes, please describe: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

Other Interests: A conflict may also exist where an interested party or a relative or business associate of an interested party obtains non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with the organization or where his/her duty or responsibility owed to the organization conflicts with a duty or responsibility owed to some other organization.

Please respond to the following questions indicating if you had this activity any time during the past twelve months:

|  |   |
|--|---|
| Did you obtain preferential treatment by the organization for yourself, or for any of your relatives and business associates?<br><br>If yes, please describe:  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Did you make use of confidential information obtained from the organization for your own benefit or for the benefit of a relative, business associate or organization?<br><br>If yes, please describe:   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Did you take advantage of an opportunity or enable a relative, business associate or other organization to take advantage of an opportunity, which you had reason to believe would be of interest to the organization?<br><br>If yes, please describe: | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

## Code of Ethics

This Code of Ethics expresses the values and philosophy of Camp Ho Mita Koda Foundation along with expectations of conduct for Board Directors, Employees, and Volunteers. Our goal is that all people who serve the organization will observe high standards of business and personal ethics as they carry out their duties and responsibilities.

### CORE VALUES

Quality, Integrity, Transparency, Teamwork, Inclusiveness, Responsiveness

### BELIEFS

Camp Ho Mita Koda Foundation believes a reputation of integrity is our most valuable asset. We keep our word, speak the truth, and treat all people with dignity. We strive for excellence in all we do. We adhere to high standards and are efficient stewards of the resources entrusted to us. We measure effectiveness and are accountable to our donors, the community, the people we serve, and each other. As stewards of public trust, we operate with transparency so that people can see what we are doing, how we are doing it, and the value of their financial support. We embody the core values of Camp Ho Mita Koda Foundation in our words and actions and refuse conflict or the appearance of conflict between personal and organizational interests.

### GENERAL GUIDELINES FOR DECISION MAKING

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. All people serving Camp Ho Mita Koda Foundation must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations. To govern behavior and decision-making where no existing regulation provides a guideline, people should ask themselves the following questions and be able to respond “yes” to each question:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with Camp Ho Mita Koda Foundation’s policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the organization or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o’clock news?

### RULES OF CONDUCT

All Board of Directors, employees, and volunteers should:

- Speak and act in a manner that reflects the core values of Camp Ho Mita Koda Foundation.

- Serve as a responsible steward of the assets entrusted to Camp Ho Mita Koda Foundation and ensure they are used to comply with donor intentions.
- Avoid all conflicts of interest and the appearance of conflicts of interest.
- Not engage in or condone any form of harassment or discrimination.
- Maintain the confidentiality of children and families served by Camp Ho Mita Koda Foundation and respect the confidentiality of peers.
- Not manipulate, conceal, and/or abuse privileged information, misrepresent facts or information as it relates to Camp Ho Mita Koda Foundation.
- Strive for excellence and maximize efficiency in the performance of all responsibilities as they relate to Camp Ho Mita Koda Foundation.

### **COMPLIANCE TO THE CODE OF ETHICS**

All board, staff and volunteers are required to sign this Code of Ethics Statement at the onset of their involvement with Camp Ho Mita Koda Foundation. Additionally, all board and staff are required to sign a Conflict of Interest Statement and Confidentiality Statement annually. If anyone suspects misconduct, illegal activities, fraud, misuse of assets, violations of policies, he/she has a duty to report his/her concerns.

### **RESOLVING CONFLICTS & CONCERNS**

Camp Ho Mita Koda Foundation supports an open-door policy, which encourages that all people serving the organization share their questions, concerns, suggestions or complaints related to the Code of Ethics, conflicts of interests, accounting, or auditing practices with someone who can address them properly. If, after speaking with the immediate supervisor, the individual continues to have reasonable grounds to believe the concern is valid and/or that it involves misconduct on the part of an immediate supervisor, and/or cannot be directly addressed for fear of retribution, the concern should be taken to the next individual in the chain of command, the person who manages the supervisor. If the concern is related to a Board member or volunteer, the concern may be brought to the attention of the ED, the Chairman of the Board, and/or another Board member. However, every effort to honestly and directly address concerns with the immediate supervisor should be made.

When bringing a concern through the appropriate channels does not lead to satisfaction or change the situation, or when a person feels the need to protect their identity, the concern may be reported to [info@camphotmitakida.org](mailto:info@camphotmitakida.org) anonymously.

### **WHISTLE BLOWER POLICY**

Camp Ho Mita Koda Foundation prohibits retaliation against any individual who reports suspected fraud or any other suspected crime or who participates in an investigation of such reports. Retaliation against an individual for reporting a suspected criminal incident is a serious violation of Company policy and will be subject to disciplinary action.



## **HANDLING REPORTED VIOLATIONS**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

## **ACTING IN GOOD FAITH**

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Code of Ethics. The act of making unsubstantiated allegations which prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from a volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **CONFIDENTIALITY**

Reports of concerns and investigations of concerns shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **NO RETALIATION**

This Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to report concerns within the organization for investigation and appropriate action. With this goal in mind, no Board director, employee, or volunteer who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences, even if the concern is carefully investigated and proven to be unfounded. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

**CHANGES TO THE CODE OF ETHICS AND CONFLICT OF INTEREST POLICIES**

The Code of Ethics and Conflict of Interest Policies will be reviewed annually by the ED with recommendation to the Executive Committee for revisions as necessary. The current Code of Ethics and the Conflict of Interest Policies will be approved by the Board of Directors and inserted into the employee and volunteer policy manuals.

By signing below, I certify that I have received a copy, read, understand, and will comply with the Code of Ethics approved by the Board of Directors of Camp Ho Mita Koda Foundation.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT OF RECEIPT OF VOLUNTEER HANDBOOK**

I \_\_\_\_\_ acknowledge that I received and read/will read Camp Ho Mita Koda Foundation volunteer handbook and will comply with all volunteer policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date