



Code of Conduct

Purpose

- This Code of Conduct sets the ethical standards and expectations for all individuals affiliated with Adya Care Foundation. It is designed to guide actions, promote integrity, and ensure we serve our community with respect and accountability.

Mission-Driven Behavior

- All staff, volunteers, and partners must act in ways that align with the Foundation's mission to promote health, wellness, and literacy, especially within underserved communities.

Respect and Inclusion

- We value diversity and treat all individuals—regardless of background, ethnicity, gender, religion, or ability—with dignity and respect.

Integrity and Honesty

- We conduct our work truthfully and transparently. Misrepresentation of facts, falsifying records, or unethical behavior will not be tolerated.

Confidentiality

- We respect the privacy of participants, donors, and partners. Personal or sensitive information obtained through our programs must be handled with discretion and security.

Responsible Use of Resources

- All Adya Care Foundation's resources whether financial, material, or informational must be used appropriately and solely for the benefit of the organization's mission.

Conflict of Interest

- Staff, volunteers, and board members must disclose any personal, professional, or financial interest that may conflict with the interests of the Foundation. (See Conflict of Interest Policy.)

Reporting Concerns

- Any violations of this Code should be reported to a supervisor or designated compliance contact. Retaliation for good-faith reporting is prohibited.



Donation Firewall Policy

Purpose

- To ensure that charitable donations from [Business Name] to [Nonprofit Name] are compliant with IRS regulations and are made without any expectation of financial return, benefit, or influence over fund distribution.

Independence of Nonprofit Operations

- Adya Care Foundation retains full and independent discretion over how donations are used, including grantmaking, stipends, or individual aid.
- A Donor (Individual or Business) shall not participate in the selection process for individuals receiving funds from Adya Care Foundation.

No Return Benefit to Donor

- A Donor (Individual or Business) acknowledges that any donation made is unrestricted and not contingent upon the recipient using those funds at their business.
- Adya Care Foundation agrees not to promote, suggest, or imply that recipients of funds should or must use services at a Donor (Individual or Business).

Documentation and Acknowledgment

- [Nonprofit Name] will issue a donation acknowledgment letter to [Business Name] confirming:
 - The donation amount.
 - That no goods, services, or other benefits were provided in return.
- A Donor (Individual or Business) will retain this documentation for tax purposes and acknowledges it may only deduct the donation if IRS conditions are met.

Recipient Freedom

- All recipients of nonprofit-disbursed aid are free to use funds at any business of their choosing.
- If recipients choose to use services at any particular business, such decisions are considered voluntary and unsolicited

No Reimbursement or Recapture

- The business donation is considered final and non-refundable.
- A Donor (Individual or Business) shall not seek partial or full reimbursement based on how funds are later used.