



106 W. Calendar Avenue, Suite 177

LaGrange, Illinois, 60525

[www.visionfortomorrow.org](http://www.visionfortomorrow.org)

## **Code of Ethics (the “Code”)**

### **Introduction**

In carrying out its work, the Vision for Tomorrow Foundation (VFT) is guided by its core values:

- We ensure that VFT stands for Empowerment, Compassion, Integrity, Inclusion, and Collaboration.
- We are respectful of the time and talents we are offered and are good stewards of the resources we are given.
- We value collaboration through listening to and learning from others.
- We encourage diversity within our Board and strive to promote an inclusive work environment which encourages and respects diverse perspectives.

- We place the collective interests of all those affected by aniridia and albinism above the interest of any one individual.

In keeping with these principles, we expect VFT employees and volunteers to act in accordance with these standards:

- We strive to comply with all laws and regulations that are applicable to VFT, including the laws governing nonprofit organizations. We understand that, as a nonprofit, we operate exclusively for public benefit and not for private purposes, and we are subject to stringent rules relating to conflicts of interest and political activities.
- We respect privacy and confidentiality. We may have access to sensitive and proprietary information about our clients, donors, grantees, partners, volunteers, and employees. We do not disclose or use that information except as appropriate in our work, and we comply with applicable privacy laws. We only retain the information that is needed to help fulfill our mission and vision.
- We manage our resources prudently. We protect our assets and use them in furtherance of our charitable purposes. We do not use the VFT name, reputation, or other property for our own or others' personal financial benefit.

- We work respectfully and collaboratively. We act with courtesy and tact in all our interactions with clients, grantees, partners, donors, volunteers, and members of the public. We encourage and promote the inclusion of members in all leadership roles regardless of race, color, gender, age, sexual orientation, religion, ethnic or national origin, disability, veterans' status, any other protected status age, geographic location, or medical status.
- We speak up and hold ourselves accountable. We promote trust by being responsible, transparent, and accountable for our actions. We report internal activities that may be unethical or violate law or policy. We address concerns promptly and prohibit retaliation against those who raise issues and hold us accountable.
- We look to our values in making decisions. We do not accept gifts (other than of nominal value) directly or indirectly, in any form, from a third party or fees or commissions in connection with any transaction on behalf of VFT. The acceptance of payments for personal consulting or other professional services requires the prior approval of the Board.

### **Employee or Volunteer Certification**

I have read and accept the Code of Ethics at VFT, I understand that my violation of the Code of Ethics may lead to appropriate disciplinary action, up to and including grounds for dismissal from my role in the Foundation. If a situation arises where I am unsure whether there may be a violation of the Code of Ethics, I agree to contact the President of the Board for guidance.

On or around January 1st of each year (or upon such later date as the applicable engagement with VFT begins) each member of the Board, employees and volunteer shall be required to sign a written acknowledgment affirming that they have received and reviewed the Code.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_