



of Greater
Indianapolis

CODE OF CONDUCT POLICY

Vision, Mission, and Outcomes

Vision: Empowered girls and an equitable Indianapolis metropolitan community.

Mission: To inspire all girls to be strong, smart, and bold, starting with girls in under-resourced communities.

Outcomes:

- **Short- and intermediate-term:** Statistically significant gains versus peers in academic achievement, health, and life, including college readiness, financial empowerment, self-expression and confidence, and leadership and civic participation.
- **Long-term:** Financially independent women, in positions of influence, and active as Girls Inc. of Greater Indianapolis alumnae.
- **Ultimate:** Generational impact through the changed trajectories of girls' lives; racial and gender equity achieved in partnership with others.

Working Strong, Smart, and Bold at Girls Inc.

Mindful of our respect for one another, our regard for the reputation of Girls Inc. of Greater Indianapolis, our pride in our personal and professional standing, and our obligation to empower girls nationwide, it is expected that all Girls Inc. of Greater Indianapolis staff will:

- Conduct personal and professional relationships with the awareness that, by agreeing to participate in the fulfillment of the organization's mission, we assume responsibility for the honor of the Girls Inc. community both internally and in the external world.
- Recognize that within the organization each person takes part in a social contract that assumes the fair, responsive, straightforward, and courteous communication and behavior that persons of goodwill and mutual trust may expect from one another.
- We will accomplish the above as we encourage the next generation of young women to become responsible citizens who will effect positive change in their own communities and work environments.

Employment Practices

At Girls Inc. of Greater Indianapolis, every staff member is treated with the utmost respect and integrity. We as an organization embrace and value diversity and do not tolerate discrimination or harassment in any form. We will always strive to meet the highest standard of performance, quality, and service as we work to achieve our mission.

We will encourage a culture where individuals feel free to express their opinions, engage in open, honest debate in the interest of seeking truth and building consensus.

We are committed to the professional development of all of our peers and take seriously our responsibility to support, nurture, teach, and inspire each other.

Public Information/Communications

Girls Inc. of Greater Indianapolis strives to inform and educate the general public regarding the strengths and needs of girls and young women. The Girls Inc. National Council adopts policy statements that express its values and convictions on issues that are considered critical to the health and wellbeing of all girls. These policies, along with the ***Girls Inc. Girls' Bill of Rights*** form the foundation for our programs, advocacy, communication, and public education activities.

Girls Inc. of Greater Indianapolis will provide information that reflects and fosters these values and gives the public truthful, clear, and full disclosure of the organization's programs, activities, finances, operating standards, and practices.

We will ensure that all confidential, privileged or nonpublic information is not disclosed inappropriately and will respect the privacy rights of all individuals.

Social Media

When utilizing social media tools care should be taken to:

- Not identify and post photos of Girls Inc. of Greater Indianapolis members, volunteers or donors by name or through photos through social media outlets on personal phones cameras etc. unless prior permission of persons identified, parents, and/or CEO or supervisor is obtained.
- Refrain from making negative comments about girls, Girls Inc. of Greater Indianapolis, or anyone else while affiliated with Girls Inc. If you are unsure about a comment, think twice about posting it. If you feel uncomfortable about posting it, you probably should not. Assume that what you post on social media sites will be part of a permanent record, accessible to colleagues, the community, and media.
- Remember that what you post reflects on the organization. This includes political and divisive comments that are in conflict with the Girls Inc. of Greater Indianapolis mission, philosophy, and values.
- Any written communications or anything distributed to the general public that is not congruent or in alignment with the Girls Inc. mission, philosophy, and/or values, may cause the offender's position as staff or connected volunteer to be questioned.

- Consider friends and acquaintances on social media (Friends on FB, followers on Twitter/ Instagram/ TikTok, etc.) Please consider who sends you friend requests and how you respond to them. It is inappropriate to be friends with board members online but if you are, please be aware that what you post can be seen by them. It is highly inappropriate to be friends with clients or parents of clients. For example, if a member's parent sends you a friend request, please ignore the request. Management will refer the parent to Girls Inc. of Greater Indianapolis official sites where contacts can be made. This can become an issue if there is ever a problem with the child or the parent in our program.

Philanthropy and Donor Rights

To ensure that donors and prospective donors have full confidence in Girls Inc. of Greater Indianapolis to use donations effectively and for their intended purposes, Girls Inc. of Greater Indianapolis staff and volunteer leadership will:

- Provide access to the organization's financial statements upon request and publish annual reports;
- Assure that all contributions are used for the purposes for which they are given;
- Provide appropriate acknowledgment and recognition;
- Assure all donations are handled with respect and confidentiality afforded by law, and upon request delete names from mailing lists that Girls Inc. of Greater Indianapolis may share;
- Respond promptly and accurately to donor questions.

Girls Inc. of Greater Indianapolis staff and philanthropic volunteers will practice fundraising with integrity, honesty, and adherence to the absolute obligation to safeguard the public trust.

Accountability

Girls Inc. of Greater Indianapolis is responsible to its stakeholders that include staff, volunteers, donors, clients, and others agents who have placed faith in our mission, support our goals, and support our work on behalf and with girls and young women. To uphold this trust we will:

- Promote good stewardship of Girls Inc. of Greater Indianapolis resources;
- Refrain from using organizational resources for non-Girls Inc. of Greater Indianapolis purposes;
- Observe and comply with all laws and regulations affecting Girls Inc. of Greater Indianapolis, staff, officers and board members;
- Ensure open and transparent reporting and fiscal accountability.

We will disclose fully the state of our organization, recognizing that power comes from a healthy evaluation of both our strengths and weaknesses and uphold the highest standards of accountability.

_____ by initializing this statement, I acknowledge that I have read, understand, and will comply with the Girls Inc. of Greater Indianapolis Code of Conduct Policy.

Signed: _____

Date: _____

Approved: _____

Date: _____

Policy approved by the Girls Inc. of Greater Indianapolis Board of Directors on May 26, 2022.