



Policy No. 2 Code of Ethics

As a matter of fundamental principle, the GLT shall uphold the highest standards of ethics in implementing its mission, and in its governance and operations. The GLT will uphold these ethical obligations to the land conservation community, donors, taxpayers, landowners, and the community at large. The GLT, under all circumstances, shall conduct its business following the fundamental values of honesty, integrity, fairness, respect, trust, responsibility, inclusiveness, and accountability in all of its operations. The GLT at all times shall operate under the following Code of Ethics.

1. Ethics Statement Each Board of Directors member and staff will acknowledge by his or her signature that he or she understands and will abide by the following Ethics Statement. Each signed Ethics Statement will be filed permanently in the GLT's records.

I, as a Board/ staff member of the Greene Land Trust, dedicate myself to the protection of land that furthers the mission of the Greene Land Trust. As a representative of Greene Land Trust, I have an obligation to help maintain the credibility of the land conservation community by ensuring that my actions will enhance the reputation of land conservation. I acknowledge the trust placed in Greene Land Trust by our donors, landowners, partners, and the public, and my actions will always uphold that trust.

I pledge to conduct organizational and land protection activities under the highest professional standards and in accordance with Land Trust Standards and Practices. Furthermore, I pledge to be especially diligent in ensuring that my actions serve the public interest, respect all laws, demonstrate integrity, and consider the long-term responsibility to the lands we protect.

2. Ethics Policy The GLT will use the following Ethics policy to guide its compliance with its Ethics Statement as set forth above. The policy is not inclusive of all possible issues or circumstances that may require the careful consideration of ethics, but is meant to guide the overall principles of the GLT.

a. Accountability The GLT Board is the legal entity for the corporation and is responsible for the formulation and maintenance of GLT's policies. When establishing policies or authorizing activities, the Board must ensure policies or activities will not jeopardize the basic not-for-profit status of the corporation or reflect unfavorably upon the GLT or its credibility as an institution devoted to public service. Directors must devote time and attention to the affairs of the GLT to ensure that all GLT actions, including those of staff, are in accordance with its established bylaws and do not reflect unfavorably upon the GLT as an institution devoted to public service.

b. Fiduciary Responsibility The Board holds the primary fiduciary responsibility for the GLT and protection of its assets. These assets include, but are not limited to, land holdings, physical facilities, financial assets, and the staff itself.

c. Loyalty and Support Directors and staff will not attempt to act in an individual capacity. All actions should be taken as a board, committee, or subcommittee, and in conformance with

the bylaws or applicable procedures and resolutions. Directors should work for the institution as a whole and not as advocates for particular activities or committees of GLT.

d. Confidentiality During the course of a transaction, the GLT may become privy to highly sensitive and confidential information. Directors and staff shall keep information acquired in conjunction with GLT activities in the strictest confidence when related to the administration and activities of the GLT that are not generally available or known to the public. Any improper transfer or disclosure of such information, even though it is not apparent that a Director and/or employee have personally gained by such action, constitutes unacceptable conduct.

e. Gifts Directors, staff and volunteers will not solicit or accept for personal benefit, directly or indirectly, any gift or anything else of substantial monetary value from any person or firm that has sought, or is seeking, assistance or has other contractual business, or financial relations with the GLT. For the purpose of this policy, substantial monetary value shall mean any gift with a value exceeding \$25.00. Meals, accommodations, and travel services provided to Directors and Staff on official business may be accepted.

f. Property Purchase Directors and/or Staff will not purchase from the GLT any real estate or personal property having substantial value without prior approval of the Board. All transactions with members of the Board will be closely reviewed and documented. For the purpose of this policy, substantial value shall mean any purchase with a value exceeding \$500.

g. Openness and Disclosure The GLT will provide accurate and timely information to the public, the media, and all stakeholders, and will be responsive in a timely manner to reasonable requests for information. All information about the GLT will reflect fully and honestly the policies and practices of the GLT. Basic information about the GLT posted on the GLT website or otherwise made available to the public. All solicitation materials will represent accurately the GLT's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

h. Program Evaluation The GLT regularly reviews program effectiveness and has mechanisms in place to incorporate lessons learned into future programs. The GLT is committed to improving program and organizational effectiveness and learning. The GLT is responsive to changes in its field of activity and is responsive to the needs of its constituents.

i. Inclusiveness and Diversity The GLT has a policy of promoting inclusiveness and its staff, board, and volunteers reflect diversity in order to enrich programmatic effectiveness. The GLT will take meaningful steps to promote inclusiveness in hiring, retention, promotion, board recruitment, and constituencies served.

Approved _____

Secretary: _____

Record of Revisions: