



**PKD FOUNDATION**  
Polycystic Kidney Disease

## **STATEMENT OF VALUES AND CODE OF ETHICS**

### ***Statement of Values***

Any code of ethics is built on a foundation of widely shared values. The values of the PKD Foundation include:

- Commitment to the public good;
- Accountability to the public;
- Respect for the worth and dignity of individuals;
- Respect for diversity;
- Transparency, integrity and honesty;
- Responsible stewardship of resources; and
- Commitment to excellence and to maintaining the public trust.

These values lead directly to the Code of Ethics for the PKD Foundation that follows, and they inform and guide its actions.

### ***The Code of Ethics for the PKD Foundation***

#### **I. Personal and Professional Integrity**

All staff, board members and volunteers of the PKD Foundation act with honesty, integrity and openness in all their dealings as representatives of the PKD Foundation. The PKD Foundation promotes a working environment that values respect, fairness and integrity.

#### **II. Mission**

The PKD Foundation has a clearly stated mission and purpose, approved by the board of trustees, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the PKD Foundation understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the PKD Foundation and is of value to society.

#### **III. Governance**

The PKD Foundation has an active board of trustees that is responsible for setting the mission and strategic direction of the organization; oversight of the finances, operations, and policies thereof; and hiring and firing of the chief executive officer. The board of trustees requires and has taken reasonable measures to ensure that:

- Its members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the PKD Foundation and its public purpose;

- A conflict of interest policy is in place to disclose and manage any conflicts of interest or the appearance thereof;
- The performance of the chief executive officer is reviewed regularly, and the compensation of the chief executive officer is reasonable and appropriate;
- The chief executive officer and appropriate staff provide it with timely and comprehensive information so that it can effectively carry out its duties;
- The PKD Foundation conducts all transactions and dealings with integrity and honesty;
- Working relationships among board members, staff, volunteers and program beneficiaries are based on mutual respect, fairness and openness;
- Fair and non-discriminatory hiring and promotion policies and practices are followed for all board, staff and volunteer positions;
- Policies of the PKD Foundation are in writing, clearly articulated and officially adopted;
- Resources of the organization are responsibly and prudently managed; and,
- The PKD Foundation has the capacity to carry out its programs effectively.

#### **IV. Legal Compliance**

The PKD Foundation takes reasonable measures to be knowledgeable of and comply with all applicable laws, regulations and international conventions.

#### **V. Responsible Stewardship**

The PKD Foundation manages their funds responsibly and prudently. This includes the following considerations:

- It invests its resources primarily on programs in pursuit of its mission, in accordance with its strategic plan;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- It compensates staff reasonably and appropriately;
- It solicits funds and has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- It does not accumulate operating funds excessively;
- It ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the PKD Foundation; and,
- It ensures that all financial reports are factually accurate and complete in all material respects.

#### **VI. Openness and Disclosure**

The PKD Foundation provides comprehensive and timely information to the public, the media, and all stakeholders. All information about the PKD Foundation fully and honestly reflects the policies and practices of the organization. Basic operational and financial data about the PKD Foundation will be posted on its website or otherwise available to the public. All solicitation materials accurately represent the Foundation's policies and practices. All financial, organizational, and program reports will be complete and accurate in all material respects.

#### **VII. Program Evaluation**

The Foundation is committed to improving program and organizational effectiveness and regularly reviews its programs in order to be responsive to changes in its field of activity and to the needs of its constituencies.

### **VIII. Non-discrimination and Non-harassment**

It is the policy of the PKD Foundation to provide equal opportunity in employment to all employees without regard to race or color; religion or creed; sex, including sexual orientation; disability; age; national origin or ancestry; past, present or future membership in the uniformed services; marital or family status; or citizenship or intending citizenship status. The PKD Foundation does not condone or tolerate sexual harassment. The PKD Foundation promotes diversity in its hiring, retention, promotion and board recruitment.

### **IX. Fundraising**

In its efforts to raise funds, the PKD Foundation is truthful in its solicitation materials, it respects the privacy of donors, and it expends funds consistent with donor intent. The PKD Foundation discloses important and relevant information to potential donors.

The PKD Foundation respects the rights of donors:

- To be informed of the mission of the PKD Foundation, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the PKD Foundation's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality;
- To expect that all relationships with individuals representing the PKD Foundation to be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the PKD Foundation or hired solicitors;
- To have the opportunity for their names to be deleted from the PKD Foundation's mailing lists,
- To ask questions when making a donation and to receive prompt, truthful and forthright answers; and.
- To never have their personal information sold or provided to any other entity.

### **X. Grant Maker Guidelines**

Because the PKD Foundation is also a grant making organization, it has particular responsibilities in carrying out this part of its mission. In this regard the PKD Foundation -

- Maintains constructive relations with grant seekers based on mutual respect and shared goals;
- Communicates clearly and on a timely basis with potential grantees;
- Treats grant seekers and grantees fairly and with respect;
- Respects the expertise of grant seekers in their fields of knowledge;
- Seeks to understand and respect the capacity and needs of grant seeking organizations, and,
- Respects the integrity of the mission of grant seeking organizations.