

THE BETTER COMMUNICATION FORUM, INC.

(an Indiana nonprofit corporation organized to be exempt from Federal Income Taxes under Section 501(c)(3) of the U.S. Internal Revenue Code of 1986)

CODE OF ETHICS and STATEMENT OF VALUES

Statement of Values

Any code of ethics is built on a foundation of widely shared values. The values of The Better Communication Forum, Inc. (“BCF”) include:

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

Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers of The Better Communication Forum, Inc. (“BCF”) shall act with honesty, integrity and openness whenever they represent the organization. BCF promotes a working environment that values respect, fairness and integrity.

II. Mission

BCF has a clearly stated mission and purpose, approved by the Board of Directors of BCF (the “Board”), in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of BCF understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by BCF and of value to the society at large.

III. Governance

The BCF Board is responsible for setting the mission and strategic direction of the organization and for oversight of the finances, operations, and policies of BCF. The Board:

- Ensures that its members have the requisite skills and experience to carry out their duties, that all members understand and fulfill their governance duties by acting for the benefit of BCF and its public purpose, and that all members have specified terms of service;

- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Is responsible for the hiring, terminating, and regular review of the performance of the President, and ensures that the compensation, if any, of the President is reasonable and appropriate;
- Ensures that the President and appropriate staff provide the Board with timely and comprehensive information so that the Board can effectively carry out its duties;
- Ensures that BCF promotes working relationships with Board members, staff, volunteers, constituents and other stakeholders that are based on mutual respect, fairness and openness;
- Ensures that BCF is fair and inclusive in its hiring and promotion policies and practices for Board, staff and volunteer positions;
- Ensures that policies of BCF are in writing, clearly articulated and officially adopted;
- Ensures that the resources of BCF are responsibly and prudently managed; and
- Ensures that BCF has the capacity to carry out its programs effectively.

IV. Legal Compliance

BCF is knowledgeable of and complies with all U.S. laws, regulations and applicable international conventions.

V. Responsible Stewardship

BCF manages its funds responsibly and prudently. BCF:

- Spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Compensates staff, and any others who may receive compensation, reasonably and appropriately;
- Has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Does not accumulate operating funds excessively;
- Prudently draws from reserve funds consistent with donor intent and to support the public purpose of the organization;
- Ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and
- Ensures that all financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

BCF provides comprehensive and timely information to the public, the media, and all

stakeholders and is responsive in a timely manner to reasonable requests for information. All information about BCF fully and honestly reflects its policies and practices. Basic informational data about BCF, such as the Form 990 and financial statements are posted on BCF's website or otherwise available to the public. All solicitation materials accurately represent BCF's policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

VII. Program Evaluation

BCF regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. BCF is committed to improving program and organizational effectiveness and developing mechanisms to promote learning from its activities. BCF is responsive to changes in its field of activity and is responsive to the needs of its constituents.

VIII. Inclusiveness and Diversity

BCF is committed to inclusiveness and diversity in its staff, Board and volunteers. BCF takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

IX. Fundraising

When raising funds, BCF is truthful in its solicitation materials. BCF respects the privacy concerns of individual donors, expends funds consistent with donor intent, and discloses important and relevant information to potential donors. In raising funds from the public, BCF respects the rights of donors:

- To be informed of the mission of BCF, the way the resources will be used and its capacity to use donations effectively for its intended purposes;
- To be informed of the identity of those serving on BCF's Board and to expect the Board to exercise prudent judgment in its stewardship responsibilities;
- To have access to BCF's most recent audited financial report;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition, if desired;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect professional and respectful conduct from BCF's staff;
- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that BCF may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.