

Montana Justice Foundation

Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers of the Montana Justice Foundation (MJF), should act with honesty, integrity and openness in their dealings as representatives of the MJF. The MJF promotes a working environment that values respect, fairness and integrity.

II. Mission

The MJF has a clearly stated mission and purpose, approved by the board of trustees, in pursuit of the public good. Its programs support that mission and those who work for or on behalf of the MJF and are expected to understand and be loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the MJF.

III. Governance

The MJF has an active governing body that is responsible for setting the mission and strategic direction of the MJF and oversight of the finances, operations, and policies of the MJF. The governing body:

- Provides that its trustees have the requisite skills and experience to carry out their duties and that members understand and fulfill their governance duties acting for the benefit of the MJF and its public purpose;
- Has a conflict of interest policy that provides that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means; and
- Is responsible for the hiring, firing, and regular review of the performance of the chief executive officer, and ensures that the compensation of the chief executive officer is reasonable and appropriate;
- Ensures that the CEO and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Is responsible for overseeing that the MJF conducts transactions and dealings with integrity and honesty;
- Is committed to the MJF promoting working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Is responsible for overseeing that the policies of the MJF are in writing, clearly articulated and officially adopted;
- Is responsible for overseeing that that the resources of the MJF are responsibly and prudently managed; and,

- Is responsible for overseeing that that the MJF has the capacity to carry out its programs effectively.

IV. Legal Compliance

The MJF strives to ensure its staff and board members are knowledgeable of and comply with laws, and regulations. The MJF requires compliance with the requirements of the Internal Revenue Code for not-for-profit organizations.

V. Responsible Stewardship

The MJF manages its funds responsibly and prudently. This includes the following considerations:

- The MJF spends a responsible percentage of its annual budget on programs in pursuit of its mission;
- The MJF spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- The MJF takes steps to acquire counsel to ensure its compensation practices are reasonable;
- The MJF strives to maintain responsible fund-raising ratios, recognizing the importance of maintaining a variety of independent programs;
- The MJF provides for the responsible oversight of its funds;
- The MJF strives to ensure that spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the MJF; and
- Maintains financial reports that are factually accurate and complete in all material respects.

VI. Openness and Disclosure

Information about the MJF fully and honestly reflects the policies and practices of the MJF. Solicitation materials accurately represent the MJF's policies and practices. Financial, organizational, and program reports are complete and accurate in all material respects.

VII. Mission Evaluation

The MJF is committed to the continual evaluation and improvement of its programs including research, care and education and organizational effectiveness.

VIII. Diversity

The MJF complies with federal and state equal employment opportunity laws and maintains a policy of promoting diversity.

IX. Fund-raising

The MJF is truthful in its solicitation materials, respects the privacy concerns of individual donors and expends funds consistently with the donor's intent. The MJF discloses important and relevant information to potential donors.

In raising funds from the public, the MJF will respect the rights of donors, as follows:

- The MJF informs donors of its mission, the way the resources will be used and its capacity to use donations effectively for their intended purposes;
- In its annual report, the MJF provides the identity of those serving on the governing board;
- The MJF provides its most recent financial reports on its website, in its annual report and upon request;
- The MJF assures donors their gifts will be used for the purposes for which they were given;
- The MJF provides appropriate acknowledgement and recognition;
- The MJF assures donors that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- The MJF provides donors the opportunity for their names to be deleted from mailing lists; and,
- The MJF will provide prompt, truthful and forthright answers to the best of its ability in responding to donors' questions regarding donations.

X. IOLTA Administration

The MJF administers the Montana Interest on Lawyers Trust Accounts Program (IOLTA) in compliance with the Montana Rules of Professional Conduct.

XI. Granting Guidelines

The MJF strives for constructive relationships with grantseekers based on mutual respect and shared objectives, including clear communication, compliance with applicable rights of privacy and laws, and in the spirit of the highest integrity.

Approved by the Board of Directors on 5/08/09.