

Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers of Youth Competitive Programming Circle act with honesty, integrity and openness in all their dealings as representatives of Youth Competitive Programming Circle. Youth Competitive Programming Circle promotes a working environment that values respect, fairness and integrity.

II. Mission

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

III. Governance

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

- Ensures that its board members or trustees 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 Youth Competitive Programming Circle and its public purpose;
- 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; 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;
- Ensures that Youth Competitive Programming Circle conducts all transactions and dealings with integrity and honesty;
- Ensures that Youth Competitive Programming Circle promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that Youth Competitive Programming Circle is fair and inclusive in its hiring and promotion policies and practices for all board, staff and volunteer positions;
- Ensures that policies of Youth Competitive Programming Circle are in writing, clearly articulated and officially adopted;
- Ensures that the resources of Youth Competitive Programming Circle are responsibly and prudently managed; and,
- Ensures that Youth Competitive Programming Circle has the capacity to carry out its programs effectively.

IV. Legal Compliance

Youth Competitive Programming Circle is knowledgeable of and complies with all laws, regulations and applicable international conventions.

V. Responsible Stewardship

Youth Competitive Programming Circle and its subsidiaries manage their funds responsibly and prudently. This should include the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission;
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;
- Youth Competitive Programming Circle compensates staff, and any others who may receive compensation, reasonably and appropriately;
- Organizations that solicit funds have reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs;
- Organizations do not accumulate operating funds excessively;
- Organizations with endowments (both foundations and public charities) prudently draw from endowment funds consistent with donor intent and to support the public purpose of Youth Competitive Programming Circle;
- Organizations ensure that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of Youth Competitive Programming Circle; and,
- All financial reports are factually accurate and complete in all material respects.

VI. Openness and Disclosure

Youth Competitive Programming Circle 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 Youth Competitive Programming Circle will fully and honestly reflect the policies and practices of Youth Competitive Programming Circle. Basic informational data about Youth Competitive Programming Circle, such as the Form 990, reviews and compilations, and audited financial statements will be posted on Youth Competitive Programming Circle's website or otherwise available to the public. All solicitation materials accurately represent Youth Competitive Programming Circle'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.

VII. Program Evaluation

Youth Competitive Programming Circle regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. Youth Competitive Programming Circle is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. Youth Competitive Programming Circle is responsive to changes in its field of activity and is responsive to the needs of its constituencies.

VIII. Inclusiveness and Diversity

Youth Competitive Programming Circle has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. Youth Competitive Programming Circle takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

IX. Fundraising

Organizations that raise funds from the public or from donor institutions are truthful in their solicitation materials. Organizations respect the privacy concerns of individual donors and expend funds consistent with donor intent. Organizations disclose important and relevant information to potential donors.

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

- To be informed of the mission of Youth Competitive Programming Circle, 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 Youth Competitive Programming Circle's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to Youth Competitive Programming Circle'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 the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of Youth Competitive Programming Circles or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

X. Grantmaker Guidelines

Organizations that are grantmakers have particular responsibilities in carrying out their missions.¹ These include the following:

- They will have constructive relations with grantseekers based on mutual respect and shared goals;
- They will communicate clearly and on a timely basis with potential grantees;
- They will treat grantseekers and grantees fairly and with respect;
- They will respect the expertise of grantseekers in their fields of knowledge;

- They will seek to understand and respect Youth Competitive Programming Circle's capacity and needs of grantseeking organizations; and,
- They will respect the integrity of the mission of grantseeking organizations.