

CODE OF ETHICS – IAAAA EDUCATION INSTITUTE

MISSION

The mission of IAAAA Education Institute is to enhance the ability of Area Agency on Aging staff and others within the aged and disabled network to provide quality services to the elderly and persons with disabilities through education and training.

OUR COMMON VALUES

- ❑ Commitment to the public good;
- ❑ Accountability to our members and the citizens of Indiana;
- ❑ Commitment to the letter and spirit of 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.

ETHICAL CONDUCT

We believe in the highest standards of ethics and trust. Every Institute staff and board member, in their roles and responsibilities, will use the following standards to guide their conduct.

Personal Integrity

- Seek out the truth and avoid misrepresentation.
- Ensure fairness and objectivity in all activities.
- Promote public confidence in the Institute and its members.
- Act in a manner that conveys respect for everyone.

Organizational Excellence

- Strive to meet the highest possible standards of performance and achievement and promote such standards.
- Be good stewards of all resources entrusted to us.
- Promote a working climate where honesty, open communication and minority opinions are valued.
- Embrace diversity and equal opportunity in all aspects of our work and organization.
- Treat members and vendors fairly and honestly, avoiding impropriety or any appearances of impropriety.

Responsible Stewardship

- Ensure efficient collection and maintenance of accurate information about the activities in which the Institute engages.
- Make full and fair reports for all relevant information about IAAAA programs and activities to and how funds are spent.
- Compensate staff and any others who may receive compensation, reasonably and appropriately within budget limitation.
- Ensure all spending practices and policies are fair, reasonable, and appropriate to fulfill the Institute's mission.

Conflict of Interest

- IAAAA Education Institute board will act in accordance with the Conflict of Interest Statement (I-C-2).

Personal Gain

- The Institute board and staff will decline any gratuity or favor in performing his or her duties on behalf of the Institute, other than gifts of inconsequential value.
- The Institute board and staff will accept food, transportation or entertainment only when directly related to Institute business and there is no appearance of influence or conflict of interest.
- Institute board and staff and volunteers will refrain from using Institute resources for personal gain, personal interest.

Concerns and questions about interpretation/breaches should be directed to the CEO and President of the IAAAA Education Institute Board.