

KSER Foundation CODE OF ETHICS

Approved by Board of Directors: July 13, 2010

Article 1 Purpose

KSER Foundation (KSER) is committed to the highest ethical standards. Indeed, based on the unique trust placed in KSER to serve the public good through radio broadcasting, we have a special obligation to act ethically.

The success of KSER and our reputation depend upon the ethical conduct of everyone affiliated with the KSER Foundation. Volunteers, staff, and representatives set an example for each other and the general public by their pursuit of excellence in high standards of performance, professionalism, and ethical conduct.

This KSER Code of Ethics (Code) is based on our mission to advance the common good in our community through public radio and other services dedicated to arts, ideas and civic engagement. The code is guided by our fundamental values of *Service* to the community, *Local* impact, *Effectiveness* in what we do, *Integrity* in all our affairs, *Excellence* in the quality of our work, and a commitment to provide *Unique* programming not heard elsewhere.

We are mindful that our core values must be clearly articulated, communicated and continuously reinforced. While no document can anticipate all of the challenges that may arise, this Code of Ethics communicates key guidelines and will assist KSER volunteers, staff and representatives in making good decisions that are ethical and in accordance with applicable legal requirements. All are encouraged to discuss any questions or concerns they have with their supervisor or the person designated by the Board as the Ethics officer.

KSER's Volunteer Handbook is given to all volunteers and outlines important specific duties and expectations. This Code of Ethics is intended to supplement the policies and guidance in the Volunteer Handbook. Please consult with the General Manager or KSER Board President if there is any question or confusion regarding either the Volunteer Handbook or this Code of Ethics.

Article 2. PERSONAL AND PROFESSIONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:

- Strive to meet the highest standards of performance, quality, service and achievement in working toward the KSER Foundation mission.
- Communicate honestly and openly and avoid misrepresentation.
- Promote a working environment where honesty, open communication and minority opinions are valued.
- Exhibit respect and fairness toward all those with whom we come into contact.

Article 3. ACCOUNTABILITY

The KSER Foundation is responsible to its stakeholders. To uphold this trust we:

- Promote good stewardship of KSER resources, donations, grants and other contributions that are used for operating expenses, salaries, and employee benefits.
- Refrain from using organizational resources for non-KSER purposes. (See the Whistleblower Policy and Volunteer Handbook for further information on this topic.)

- Observe and comply with all laws and regulations affecting the KSER Foundation.

Article 4. SOLICITATIONS AND VOLUNTARY GIVING

The most responsive contributors are those who have the opportunity to become informed and involved. We therefore:

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from any use of coercion in fundraising activities, including predicating professional advancement in response to solicitations.

Article 5. DIVERSITY AND EQUAL OPPORTUNITY

The KSER Foundation is an equal opportunity employer and is committed to the principles of diversity and non-discrimination. We value, champion, and embrace diversity in all aspects of KSER's activities and respect others without regard race, creed, color, gender, national origin, age, sexual orientation, marital status, or ability.

Article 6. CONFLICTS OF INTEREST (Also refer to KSER's Conflict of Interest Policy and KSER's Volunteer Handbook)

To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish the reputation of the KSER Foundation as well as undermine the public's trust in KSER's staff, volunteers and representatives act as follows:

- Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of KSER, including involvement with a current or potential KSER vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the KSER Foundation President and/or KSER Ethics Officer.
- Ensure that outside employment and other activities do not adversely affect the performance of their KSER Foundation duties or the achievement of KSER's mission.
- Ensure that travel, entertainment and related expenses are incurred on a basis consistent with the mission of KSER Foundation and not for personal gain or interests.
- Decline any gift, gratuity or favor in the performance of KSER Foundation duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to KSER Foundation business.
- Refrain from influencing the selection of staff, consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
- A KSER board member shall not use the board position to seek an on-air show or a staff position. A board member should resign from the board if he/she wishes to apply for a regular radio show.
- On-air volunteer board members (seats 17 and 18) shall recuse themselves from discussing or voting on issues relating to review of the General Manager.
- An on-air volunteer board member (seats 17 and 18) whose status changes and who is no longer an on-air host shall resign his/her board position.

KSER FOUNDATION VOLUNTEERS:

- Should not knowingly take any action, or make any statement, intended to influence the conduct of KSER Foundation in such away to confer any financial benefit upon themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.

- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, if they are Board members, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such matter.
- Members of the Board shall annually file with the designated Ethics Officer a disclosure of all known potential conflicts of interest.

Article 7. CONFIDENTIALITY AND PRIVACY

Confidentiality is a hallmark of professionalism. We therefore:

- Ensure that all information, which is confidential, privileged or nonpublic, is not disclosed inappropriately.
- Respect the privacy rights of all individuals in the performance of their KSER Foundation duties.

Article 8. POLITICAL CONTRIBUTIONS

KSER Foundation encourages individual participation in civic affairs. However as a charitable organization, KSER Foundation may not make contributions to any candidate for public office or political committee and may not intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore:

- Refrain from making any contributions to any candidate for public office or political committee on behalf of the KSER Foundation.
- Refrain from making any contributions to any candidate for public office or political committee in a manner that may create the appearance that the contribution is on behalf of the KSER Foundation.
- Refrain from using any organizational financial resources, facilities or personnel to endorse or oppose a candidate for public office.
- Clearly communicate that we are not acting on behalf of the organization, if identified as an official of the KSER Foundation, while engaging in political activities in an individual capacity.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of the KSER Foundation.

Article 9. GUIDANCE AND DISCLOSURE WHEN THE MATTER DOES NOT INVOLVE FINANCIAL IMPROPRIETY OR THE MISUSE OF THE ORGANIZATION'S RESOURCES

Volunteers, staff, and representatives are encouraged to seek guidance from the President or the designated Ethics Officer concerning the interpretation or application of this Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Staff and representatives should contact a supervisor, President or Ethics Officer. Volunteers should contact the General Manager, a member of the Board of Directors or Ethics Officer. Reports of possible breaches will be handled in the following manner:

- All reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidentiality cannot be maintained, the individual disclosing the possible breach will be notified.
- All reported breaches will be investigated and, if needed, appropriate action taken based upon the policies of the organization.

- Retaliation against a person who suspects and reports a breach in good faith will be treated as an independent breach of the Code.
- KSER Foundation affirms prompt and fair resolution of all reported breaches.
- For financial impropriety or misuse of the organization's resources, see KSER's "Whistleblower Policy".

Article 10. Code of Ethics Glossary

Candidate for Public Office: An individual who offers herself or himself or is proposed by others as a contestant for an elected public office, whether such office is federal, state or local.

Contribution, political: Anything of value, including monetary and in-kind gifts, provided for the purpose of influencing the outcome of an election.

Donors: All individuals and entities that make charitable or in-kind contributions to the KSER Foundation.

Ethics Officer: The Ethics Officer is designated by the Board of Directors and serves as the contact for any suspected financial impropriety or misuse of the organization's resources. In the event that the Board does not make this designation, the Foundation President shall serve as the Ethics Officer unless he or she is involved in the ethical question, in which case the Vice President shall be considered the Ethics Officer.

Immediate family members: An individual's spouse, children, parents, siblings, and spouses of children and siblings.

Nonpublic Information: Any business, financial, or personal information, which is not publicly known or available.

Political Committee: Any party, committee, association, fund or other organization organized and operated primarily for accepting contributions to influence the selection, nomination, or election of any individual to any federal, state or local office.

Privileged Information: Information that is protected from involuntary disclosure by legally recognized privileges such as attorney-client, doctor-patient, and others.

Promotional Items of Nominal Value: Gifts used to promote an organization's name, products, or services which have a retail value of \$25 or less. However, CDs and other media sent to an individual on-air host shall be considered the property of KSER and should be included in the Foundation's inventory.

Representatives: Individuals who provide personal services to KSER Foundation as independent contractors, consultants or loaned executives.

Staff: All individuals who provide services to KSER Foundation as employees or leased employees.

Vendors: Entities that provide goods and services to KSER Foundation for a fee.

Volunteers: All members of the KSER Foundation Board of Directors and committees appointed by the Board of Directors, all persons who serve as on-air hosts or who perform KSER Foundation duties without compensation.

KSER Foundation
2623 Wetmore Avenue
Everett, WA 98201

Code of Ethics and Conflict of Interest Certificate

This certification process is mandatory for all KSER Foundation staff and members of the Board of Directors and must be completed annually.

_____ I acknowledge that I have received and read my personal copies of the KSER Foundation Code of Ethics and the KSER Conflict of Interest policy.

_____ I understand that each KSER Foundation volunteer, staff member and representative is responsible for adhering to the principles and standards of the Code and KSER Conflict of Interest Policy.

_____ I confirm that I have conducted myself in accord with the principles and standards of the Code and Foundation policies.

_____ I understand the KSER Foundation is charitable and in order for the Foundation to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Please document any known conflicts of interest below:

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NO.: _____

EMAIL ADDRESS: _____

