

Peninsula Symphony of Northern California Association, aka Peninsula Symphony and/or PSO

CODE OF ETHICS

September 30, 2015

Peninsula Symphony Orchestra's (PSO's) Code of Ethics is a demonstration of our commitment to high ethical standards. All board members, executive leaders, staff, and volunteers shall be guided by and adhere to our core values of integrity, honesty, fairness, openness, respect, and responsibility.

This code of ethics is a part of a larger, organization-wide commitment to ethical practices. Our values must be supported by policies and procedures that staff and board follow, and these policies are available to members of our community and the public. PSO also recognizes the importance of an organizational culture that supports high ethical standards, and we encourage such an atmosphere by fostering discussion on ethical issues, promoting transparency about our work, and setting the proper "tone at the top".

I. Personal and Professional Integrity

All staff, board members and volunteers of Peninsula Symphony act with honesty, integrity and openness whenever they represent the organization. PSO promotes a working environment that values respect, fairness and integrity.

II. Mission

Peninsula Symphony 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 PSO understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by PSO and of value to the society at large.

III. Governance

PSO has a board of directors that is responsible for setting the mission and strategic direction of the organization and for oversight of the finances, operations, and policies of PSO. The board:

- Ensures that its members have the requisite skills, training, and experience to carry out their duties, that all members understand and fulfill their governance duties by acting for the benefit of PSO 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 staff management, and ensures that the compensation of management is reasonable and appropriate;

- Ensures that management and appropriate staff provide the board with timely and comprehensive information so that the board can effectively carry out its duties;
- Ensures that PSO conducts all transactions and dealings with integrity and honesty;
- Ensures that PSO promotes working relationships with board members, staff, volunteers, members, and other stakeholders that are based on mutual respect, fairness and openness;
- Ensures that PSO is fair and inclusive in its hiring and promotion policies and practices for board, staff and volunteer positions;
- Ensures that policies of PSO are in writing, clearly articulated and officially adopted;
- Ensures that the resources of PSO are responsibly and prudently managed; and
- Ensures that PSO has the capacity to carry out its programs effectively.

IV. Legal Compliance

PSO will exercise best efforts to become knowledgeable of applicable local, state and federal laws, regulations and to comply with those mandates.

V. Responsible Stewardship

Peninsula Symphony manages its funds responsibly and prudently. PSO:

- 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 operating 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.
- Will develop and comply with an Endowment Policy, in order to ensure prudent management of assets.

VI. Openness and Disclosure

PSO 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 available information generated and published by PSO fully and honestly reflects its policies and practices. PSO's website will include information about how the public can obtain data about PSO, such as the Form 990 and audited financial statements. All solicitation materials accurately represent PSO's policies, practices, and programs. All financial, organizational, and program reports are complete and accurate in all material respects.

VII. Program Evaluation

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

VIII. Inclusiveness and Diversity

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

IX. Fundraising

When raising funds, PSO is truthful in its solicitation materials. PSO 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, PSO respects the rights of donors:

- To be informed of the mission of PSO, 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 PSO's board of directors and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to PSO'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;
- 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 PSO'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 PSO may intend to share; and
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.