



HISTORIC ALEXANDRIA FOUNDATION CODE OF CONDUCT

The purpose of this Code is to articulate the values and ideals at the heart of our work and to unify board members, staff, volunteers, supporters, and community partners in adhering to these values and ideals as we carry out our mission to preserve, protect and restore structures and sites of historic or architectural interest in and associated with the City of Alexandria, Virginia, to preserve antiquities, and generally to foster and promote interest in Alexandria's historic heritage.

Our Mission

Historic Alexandria Foundation ("HAF") has a clearly stated mission in pursuit of the public good, and all programs will support **that** mission. All who work for or on behalf of HAF will understand and be loyal to that mission and purpose. The mission will remain responsive to the constituencies and communities served by HAF and of value to society at large.

Governance

HAF's board of trustees is responsible for setting the mission and strategic direction of HAF and will approve and oversee the finances, operations, and policies of HAF. The board of trustees:

- Ensures that its officers and members of the board of trustees ("board members") have the requisite skills and experience to carry out their duties and that all board members understand and fulfill their governance duties acting for the benefit of HAF and its public purpose.
- Holds regular meetings and ensures a quorum is present at each board meeting.
- Records minutes for each meeting which are approved by the board of trustees within the next scheduled board meeting at which a quorum is present and retained in HAF's records.
- Adheres to a conflict of interest policy and ensures that any conflicts or the appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means.
- Oversees and approves the hiring, firing, and review of the performance of any paid staff or contractor, and ensures that the compensation is reasonable, fair, and appropriate.
- Ensures staff employees, contractors, and volunteers provide timely and comprehensive information so that the governing body can effectively carry out its duties.
- Ensures HAF conducts all transactions and dealings with integrity and honesty.
- Ensures that HAF promotes working relationships with contractors, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness and openness.

- Ensures that HAF is fair and inclusive in its hiring and promotion policies and practices for all board, staff, contractor and volunteer positions.
- Ensures that HAF's policies are in writing, clearly articulated and available, and enforced.
- Ensures that HAF has the capacity to carry out its programs effectively.

Personal and Professional Integrity

HAF will create a working environment that values respect, fairness, and integrity. Accordingly, HAF's board of trustees, volunteers, and staff will act with honesty, integrity and openness in all their dealings as representatives of HAF to all constituents served by its programs and projects.

Responsible Stewardship

HAF will manage organization funds responsibly and prudently. This will include the following considerations:

- All financial practices and policies will be fair, reasonable and appropriate in furtherance of HAF's charitable mission.
- The board of trustees will approve HAF's annual budget and will receive regular financial reports that are factually accurate and complete in all material respects. Further, a reasonable percentage of public contributions will be applied to programs and activities described in solicitations, in accordance with donor expectations. An adequate amount will be spent on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management.
- HAF will compensate staff, contractors, and any others who may receive compensation appropriately. All compensation will be reviewed and approved by the board of trustees. If decisions regarding compensation present a conflict of interest for a board member, that board member will recuse himself or herself for the vote.
- Reasonable internal controls will be in place to safeguard HAF's assets from theft or misuse, and management will ensure adequate controls over expenditures and disbursements.
- HAF will adopt a Whistleblower Policy to prevent, detect and address improper activities. The policy will be distributed to the board, staff, and volunteers and will be made available to the public on HAF's website. HAF will take timely and appropriate action to address concerns brought forth in accordance with that policy.

Ethical Promotion & Accountability

Basic informational data about HAF, such as the Form 990, will be posted on HAF website or otherwise made available to the public. All solicitation materials, financial records, and program reports will be complete and accurate in all material respects. Further, HAF will provide comprehensive and timely information to the public, the media, and all stakeholders and will be responsive in a timely manner to reasonable requests for information.

Fundraising

HAF will raise funds from the public and from donor institutions, in compliance with the gift acceptance policy, and be truthful in solicitation materials. HAF will respect the privacy concerns of individual donors and expend funds consistent with donor intent. HAF will disclose important and relevant information to potential donors.

In raising funds, HAF will respect the rights of donors, as follows:

- To be informed of HAF's mission, 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 HAF board of trustees and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the most recent HAF financial reports according to State and Federal disclosure requirements applicable to tax-exempt organizations.
- To be assured their gifts will be used for the purposes for which they were given.
- 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, professional fundraisers or solicitors.
- To have the opportunity to request exclusion from HAF's mailing list.
- To feel free to ask questions when making a donation and to receive truthful and forthright answers.

Legal & Regulatory Compliance

HAF will be vigilant in compliance with all applicable, federal, state and local laws, regulations and applicable conventions that govern and regulate tax-exempt organizations.

Policy of Nondiscrimination

HAF will not discriminate against any person because of that person's race, color, religion, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth, or relating medical conditions, including lactation, age, military status, disability or national origin.

Approved by HAF Board of Trustees
May 5, 2025