The Next Door, Inc.

Code of Ethics

I. Preamble:

Our Mission and Vision

Mission: Opening doors to new possibilities by strengthening children and families and improving communities.

Vision: A supportive community where all children and families are safe, healthy and valued.

As the Board of Directors, Staff and Volunteers of The Next Door, Inc. (NDI) work together to fulfill our mission and achieve our vision, we affirm that the basis for our work stems from the following shared values:

- Commitment to the public good and the well being of the communities we serve;
- Accountability to our donors, funding sources and the general public;
- Commitment to the law and commitment to doing the right thing;
- Maintenance of public trust;
- Respect for the worth and dignity of all people;
- Inclusiveness and social justice;
- Responsible stewardship of resources;
- Transparency, integrity and honesty; and,
- Commitment to excellence in services to clients.

II. Service to Clients

NDI exists for the purpose of benefiting those who turn to us for service, whether on a voluntary or mandated basis. We are committed to:

- Helping people in need and addressing social problems;
- Competence in the delivery of services;
- Maintenance of client confidentiality;
- Strengthening relationships among people in an effort to enhance the well-being of individuals, families and communities;
- Promoting client self-determination;
- Respecting the inherent dignity and worth of all people we serve; and,
- Challenging social injustice and advocating on behalf of vulnerable or marginalized individuals and groups.

III. Personal and Professional Integrity

All staff, volunteers and board members of The Next Door, Inc. act with integrity, honesty and openness in all actions taken as an NDI representative. NDI promotes a working environment that values respect, fairness and integrity.
IV. Governance
The Board of Directors of NDI is committed to governing the organization by:

- Establishing the mission and strategic direction;
- Monitoring organizational performance to ensure that resources are responsibly and prudently managed;
- Ensuring that NDI has the capacity to effectively serve its clientele;
- Ensuring that all board members have the requisite skills, information and understanding to carry out their fiduciary responsibilities in a manner that benefits the organization and furthers its public purpose; and,
- Avoiding conflicts of interest or the appearance thereof and having a policy in place dealing with the avoidance and management of such conflicts.

V. Responsible Stewardship of Resources
NDI manages funds in a responsible and prudent manner. We are committed to:

- Deploying resources to programs in pursuit of our mission to the maximum extent prudent and possible;
- Spending an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff and professional management;
- Producing financial reports that are factually accurate and complete in all material respects;
- Undergoing an annual outside audit with audit findings made directly to the Board of Directors;
- Compensating staff and vendors reasonably and appropriately.

VI. Fundraising and Accountability
NDI is committed to truthfulness and accuracy in all fundraising efforts. We disclose all important and relevant information to potential donors and reply to donor questions with prompt, truthful and forthright answers. We respect the privacy of individual donors and expend funds consistent with donor intent. All solicitation materials accurately represent NDI and reflect the dignity and respect the privacy of all program beneficiaries.

We provide comprehensive information to the public, the media and all stakeholders. We provide ready and open access to our outside audit reports and all financial reports provided to governmental entities such as the U.S. Internal Revenue Service “Form 990”.

*Every employee of The Next Door, Inc. is to read and agree in writing to this Code of Ethics upon date of hire and on an annual basis thereafter. Board Members and volunteers will read and commit to this Code on entering service and on an annual basis thereafter as well.*