

Colorado Bluesky Enterprises, Inc.

Code of Ethics

Colorado Bluesky Enterprises (CBE) is a private nonprofit corporation governed by a volunteer Board of Directors for public purposes with public support. In order to promote a foundation of trust, CBE, its employees, volunteers and service providers shall operate with the highest moral, ethical, and business standards. CBE's Code of Ethics is based on our mission and vision statements and guided by our Guiding Principles.

CBE/I will:

- **Operate in a Manner** that upholds CBE's integrity, promotes its mission, adheres to bylaws, and merits the trust and support of the public.
- Treat all people with dignity and respect.
- Safeguard public confidence by being honest, fair, truthful, loyal, caring and respectful in our actions and as we provide quality services.
- Encourage communities to accept individuals with developmental disabilities through personal interaction, participation in community affairs, and by acting as concerned and responsible neighbors.
- Present an image to the public that respecting and assisting individuals with developmental disabilities should be the same that is given other people.
- Promote principles of self-determination and value choices made by individuals we serve and their families by 1) assisting individuals and families in realizing their goals, 2) providing individuals and families with supports that enable them to obtain a heightened quality of life, and 3) keep individuals' and families' best interest as our highest priority.
- Promote honest and forthright communication.
- Provide and promote conscientious customer service.
- CBE is an equal opportunity employer and committed to ethical treatment of all individuals.
- Preserve confidentiality to ensure that all information, which is privileged, confidential or nonpublic, is disclosed appropriately by avoiding discussing confidential matters outside CBE, and exchange of sensitive information regarding individuals and their families in a respectful manner.

CBE/I Will:

- Avoid **Conflict of Interest** by taking no actions that could bring personal benefit at the expense of CBE and avoiding even the appearance of conflict of interest.
- Avoid any relationship, influence or activity that might impair our ability to make fair and credible decisions in the work place.
- Avoid creating an environment of favoritism, which impairs or influences our ability to promote positive team dynamics.
- Avoid activities that conflict with fiduciary, ethical and legal obligation to CBE and the people we serve.

- Staff shall decline personal gifts or favorable treatment from customers for services associated with CBE.
- Staff shall not seek nor accept loans from individual in our services or their family members.
- In situations where we are aware of possible conflict of interest, full disclosure of the fact must take place.

CBE/I Will:

- **Practice Accountability** by conducting business with high professional standards. CBE is responsible to its stakeholders, donors, and others who have placed faith in us.
- Use CBE resources in accord with the intentions of funders.
- Establish and maintain strong fiscal and management controls.
- Provide a fair resource allocation process to access funding for services.
- When working with Service Agencies, provide support, technical assistance, and encourage growth in keeping with high standards of the industry while allowing latitude and creativity in managing independent affairs.
- Practice fundraising activities that are consistent with CBE's mission, compatible with organizational capacity and respectful of donors' interests.

CBE/I Will:

- **Understand And Respect Applicable Laws, Rules And Regulation**, going beyond the letter of the law to protect and/or enhance CBE's ability to accomplish its mission.
- Maintain a dialogue with regulatory agencies on the application and interpretation of existing laws.
- Advocate for changes in policies that are not in the best interest of the people we serve.
- Provide stakeholders with information on the rights of people with developmental disabilities, an administrative means for dissent and grievances, assurance of due process, and safeguards against reprisal.

CBE/I Will:

- **Strive For Personal and Professional Growth** to improve effectiveness and provide balance in life in an environment of learning.
- Promote flexibility for employees while maintaining the integrity of the organization.
- Consider carefully the public perception of my personal and professional actions, and the effect my action could have, both positively and negatively, on CBE's reputation in the community and elsewhere.

Service Agencies

CBE Will:

- **Conduct Business with High Professional Standards**, providing and promoting conscientious customer service as well as maintaining confidentiality.
- Provide technical assistance and allow latitude and creativity in management by 1) access to technical assistance and support, 2) access to knowledgeable staff, 3) access to resource library, and 4) access to other supports as needed.
- Promote honest and forthright communication.
- Promote an environment that holds individuals and organizations accountable for their conduct utilizing appropriate controls and procedures.
- Promote principle of self-determination whereby input and preference of individuals and families are valued.
- Provide stakeholder with an administrative means for dissent, assurance of due process and safeguards against reprisal.
- Provide an open and accessible resource allocation process that gives all service agencies fair and equal access to funding for services.
- Demonstrate and promote integrity to guard zealously against conflict of interest or its appearance.

Board of Directors

I will do my best to see that CBE is operated in a manner that upholds the agency's integrity; adhere to its bylaws and merits and trust and support of the public.

I will strive to adhere to all applicable laws and regulations, going beyond the letter of the law to protect and / or enhance CBE's ability to accomplish its mission.

I will treat employees, fellow board members and the public respectfully. I will listen carefully and consider the opinions of others doing for and to others as I would have done for and to me in similar circumstance.

I will be a responsible steward of CBE's resources.

I will take no actions that could benefit me, my family, business associates, or friends at the expense of CBE, avoiding even the appearance of a conflict of interest.

I will carefully consider the public perception of my personal and professional actions, and the effect my actions could have, positively or negatively, on CBE's reputation in my community and elsewhere.

I will strive for personal and professional growth to improve my effectiveness as a CBE Board member.

I will refrain from unwarranted intrusion into the responsibilities of CBE's operational management nor undermine the executive director in his/her authority with staff members.

I will represent everyone this organization serves, not a particular interest group or geographic area.

I will not discuss confidential matters outside of the boardroom.

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