

The Next Door, Inc.

Code of Ethics

I. Preface:

Our Mission and Vision

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

Vision: We envision a supportive community where all children and families are safe, healthy and valued.

All team and Board members of The Next Door, Inc. (TNDI) work to carry out our mission and reach our vision. These shared values shape the work we do at TNDI:

- Integrity: We are open and honest
- Welcoming: We serve and learn with our community, and are inclusive of all.
- Just: We are fair and have respect for everyone.
- Empathetic: We try to share in what others feel.
- Empowering: We empower people to be in charge of their lives and claim their rights.
- Flexible: We respond to change and the needs of others.

II. Service to Program Participants/Clients

Our purpose is to help those who come to us for service. We will:

- Help people in need, prioritizing their mental and physical safety
- Consider social problems that affect program participants
- Use our skills when we serve program participants
- Keep program participant details private
- Connect people to others for everyone's well-being
- Support people to be in control of their lives
- Respect the self-worth and pride of all people
- Stand up for people and groups who are left out and ignored

III. Personal and Professional Integrity

TNDI promotes a working space that is fair and respectful. All TNDI team members are honest and polite. Team and Board members serve as role models to program participants, and they represent TNDI in the office and the community.

IV. Governance

The Board of Directors guides the mission and strategic plan of TNDI. The Board will make sure that:

- Funds are used in a responsible way
- Team members have what they need to serve program participants well
- Board members have the skills and knowledge to help TNDI carry out its mission
- Board members follow TNDI's Conflict of Interest policy

V. Responsible Stewards of Resources

TNDI spends funds in responsible and careful ways. We will:

- Make sure programs have enough funding to carry out our mission;
- Spend enough on administrative costs for skilled management;
- Provide complete and precise finance reports;
- Go through an annual audit and give findings to the Board;
- Give team members and vendors fair pay.

VI. Fundraising and Accountability

TNDI will fundraise in honest and precise ways. We will:

- Share all important information with current and future donors
- Answer questions with honest and clear answers
- Spend money in ways our donors expect
- Give out marketing that reflects our mission and respects client privacy

We provide thorough information. We have open access to our outside audit and financial reports provided to government entities, such as the U.S. Internal Revenue Service "Form 990".

This Code was approved as Policy by a unanimous vote of the Board of Directors on June 21, 2006. Every team member of The Next Door, Inc. is to read and agree in writing to this Code upon hiring and at each annual review. Board Members and volunteers will read and commit to this Code on entering service and on an annual basis as well.

Adopted: July 20, 2006

Updated this 2 day of November, 2022