

Lewistown United Ministries In Neighborhood Action (DBA LUMINA Center)

Code of Ethics Policy

I. Integrity

All Directors, officers, employees and volunteers of LUMINA Center shall act with honesty, integrity and openness in all of their dealings as representatives of LUMINA Center. LUMINA Center shall maintain a working environment that values integrity, fairness and respect.

II. Mission

LUMINA Center is a 501(c)3 non-profit charitable corporation whose mission is to serve the needs of children, youth and families of Mifflin County, Pennsylvania in the name of Jesus Christ. The LUMINA Center is a community center for all; regardless of income, age, religion or culture.

III. Governance

The Board of Directors are responsible for setting the mission and the strategic direction of LUMINA Center and for exercising oversight of its finances and policies. The Board of Directors shall:

- Ensure that Board members possess the requisite skills and experience to carry out their duties and that all directors understand and fulfill their governance duties, acting for the benefit of LUMINA Center and its public purpose;
- Adopt and implement a Conflict of Interest Policy so that conflicts of interest, as well as the appearance of conflicts of interest, are avoided or properly managed through disclosure, recusal, or other means;
- Be responsible for the hiring and regular performance review of the Executive Director, and ensure that the compensation of the Executive Director is reasonable and appropriate;
- Ensure that the Executive Director and appropriate staff provide the Board of Directors with timely and comprehensive information so that the Board of Directors can effectively carry out its duties;
- Ensure that LUMINA Center conducts all transactions and dealings with integrity and honesty;
- Ensure that LUMINA Center promotes working relationships with Board members, management team, staff and volunteers based on mutual respect, fairness and openness;

- Ensure that LUMINA Center is fair and inclusive in its hiring and promotion policies and practices for all Board, management team, staff and volunteer positions;
- Ensure that key policies of LUMINA Center are in writing, clearly articulated and adopted;
- Ensure that the resources of LUMINA Center are responsibly and prudently managed;
- Ensure that LUMINA Center has the capacity to carry out its programs effectively.

IV. Laws and Ethics

LUMINA Center shall comply with all applicable federal, state and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law, however, is the minimum standard of expected behavior. LUMINA Center shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Directors shall satisfy two requirements: (1) they shall be legally permissible and (2) they shall also reflect the highest ethical standards as determined by the Board of Directors in the exercise of its sole discretion.

V. Stewardship

In managing its funds responsibly and prudently, LUMINA Center shall:

- Devote a reasonable percentage of its annual budget to programs in pursuance of its mission;
- Incur administrative costs adequate to ensure effective accounting and legal compliance systems, internal controls, competent staff and other expenditures critical to professional management;
- Pay compensation, in return for service, that is reasonable but not excessive;
- Avoid accumulating LUMINA Center funds excessively;
- Draw prudently from restricted funds in a manner consistent with the restrictions;
- Follow spending practices and policies that are fair, reasonable, and appropriate to fulfill the mission of LUMINA Center.

VI. Diversity

LUMINA Center shall promote diversity and inclusiveness in its Board of Directors, management team, staff and volunteers. The promotion of diversity shall not be to the detriment of hiring or electing the best candidate for the position.

VII. Evaluation

LUMINA Center is committed to improve, continually, its public programs and its organizational quality. LUMINA Center shall periodically review its program and

incorporate lessons learned into future programs. LUMINA Center shall be responsive to new developments in its field of activity and shall be responsive to the interests of its audiences and other constituencies.

LUMINA Center shall develop and implement a three-tier evaluation procedure whereby the performance of the Board of Directors as a whole, each Board committee and each director is evaluated periodically.

VIII. Fundraising

LUMINA Center shall comply with the fundraising requirements of Pennsylvania's Nonprofit laws and regulations. LUMINA Center shall respect the privacy concerns of individuals donors and shall follow donor intent in making expenditures. LUMINA Center shall disclose important and relevant information to potential donors. In raising funds from the public, LUMINA Center shall:

- Inform donors of the mission of LUMINA Center, how resources will be used and the integrity of LUMINA Center causing donations to be used effectively for their intended purposes;
- Inform donors of the identity of those serving on LUMINA Center's Board;
- Disclose LUMINA Center's most recent financial reports;
- Represent that contributions will be used for the purposes for which they were given;
- Provide appropriate acknowledgment and recognition of contributions;
- Treat information about donations with respect and with confidentiality to the extent provided by law;
- Provide an opportunity for donors to delete their names from mailing lists that may be used by others;
- Encourage donors to ask questions when making a donation and provide prompt, truthful and forthright answers.

IX. Transparency

LUMINA Center shall provide comprehensive and timely information to the public, the media and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about LUMINA Center shall fully and honestly reflect the policies and practices of LUMINA Center. All solicitation materials shall accurately represent LUMINA Center's policies and practices. All financial and program reports shall be complete and accurate in all material aspects.

The following governance documents shall be posted on LUMINA Center's website: Articles of Incorporation, Bylaws, Conflict of Interest Policy, Code of Ethics, Gift Acceptance Policy, Whistleblower Notice and Policy, and Document Management Policy; along with audited financial statements and Form 990 (990-T, if applicable) for the most recent three years and exemption application available for public inspection. The website shall invite comments by readers with regard to any governance document

and the readers shall be expressly encouraged to download any document what may be useful to their nonprofit organization.

X. Confidentiality

All directors, officers, employees and volunteers have a duty to safeguard information that is proprietary to LUMINA Center. Information about LUMINA Center that is confidential or proprietary and obtained by a director, officer, employee or volunteer as a consequence of such person's association with LUMINA Center may not be disclosed to third parties unless expressly authorized by LUMINA Center.

XI. Complaints

Any person, whether or not connected with LUMINA Center, may lodge a complaint of unethical conduct against a director, officer, employee or volunteer of LUMINA Center by filing such complaint, written or oral, with any director or officer.

XII. Remedies

Any director who fails to comply with this Code of Ethics may, in the discretion of the Board of Directors, be removed from the Board. If any employee or volunteer fails to comply with this Code of Ethics, that person may be put on notice or terminated, in the discretions of the Board of Directors.

XIII. Annual Affirmation Statement

LUMINA Center shall provide a copy of this Code of Ethics to every director, officers, employee and volunteer. Each year the Annual Affirmation Statement, attached, shall be signed by each director, officer, employee and volunteer, affirming that such person has received a copy of this Code of Ethics, has read and understands it and agrees to comply with it.

All Annual Affirmation Statements shall be submitted to the Executive Director or the Secretary of the Board of Directors and then filed with the minutes of the first meeting of the Board of Directors held each fiscal year in July.

Annual Affirmation Statement

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The Code of Ethics of LUMINA Center requires an annual affirmation that you have received, read, understand and agree to comply with the Code of Ethics.

Please print and sign your name on this Annual Affirmation Statement indicating your affirmation as described above.

Please return this Statement to the Executive Director or the Secretary of the Board of Directors of LUMINA Center each year by July 31.

Your Printed Name: _____

Your Signed Name: _____

Date: _____