

Literacy for Kids, Inc.
CONDUCT POLICIES
(Last Updated 2025)

Literacy for Kids, Inc. (LFK) has adopted the following Code of Conduct that all Board members, Employees, and Volunteers agree to adhere to. This Code of Conduct is intended to supplement but not replace applicable Michigan law governing the items addressed in these Conduct Policies.

1.) Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

No member of the Board of Directors shall derive any personal profit or gain, directly or indirectly, by reason of his or her service as a Board member with LFK. Members of the Board shall conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as members of the Board. For the purpose of this policy, a “conflict of interest” is defined as an actual or perceived interest by a Board member in an action that results in or has the appearance of resulting in financial, personal, organizational, or professional gain.

- a) When there is a decision to be made or an action to be approved that will result in a conflict between the best interests of LFK and the Board member’s personal interests, the Board member has a duty to immediately disclose the conflict of interest so that the rest of the Board’s decision making will be informed about the conflict.
- b) It is every Board member’s obligation, in accordance with this policy, to ensure that decisions made by the Board reflect informed, independent, and ethical thinking. Consequently, in the event that any Board member receives compensation from LFK, such compensation will be determined by and approved by the full Board in advance.
- c) Any Board Member having a conflict of interest shall give notice of such interest and shall thereafter refrain from discussing or voting on a particular transaction in which he or she has interest, or otherwise attempting to exert any influence on LFK, the transaction, or the decision, and he or she shall not be counted in determining the quorum for the meeting.
- d) All new Board members will be advised of this policy during the orientation to the Board and all Board members will be reminded of the Board Member Code of Conduct and of the procedures for disclosure of conflicts and for managing conflicts, at least once a year.
- e) This policy shall also apply to any Board member’s immediate family or any person acting on his or her behalf.

2. Confidentiality

Board members/Employees are reminded that confidential financial, personnel and other matters concerning LFK donors, staff or clients/consumers may be included in Board materials or discussed from time to time. Board members/Employees should not disclose such confidential information to anyone.

3. Diversity

LFK is committed to maximizing strength in diversity, modeling that strength in what LFK does, and fostering an environment through the Board where Board members are respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. LFK is committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of what we do.

Board members, employees, and volunteers are expected to respect the value that diverse life experiences bring to LFK and the Board, and commit to the following:

- We will strive to see diversity with our vision and mission for the benefit of those we serve.
- We aim to recognize and address inequities in our policies, programs, and services.
- We commit to being transparent about diversity in all our interactions.
- We will dedicate our time and resources to expanding greater diversity within our Board.
- We commit to leading with respect and tolerance and we encourage all employees and volunteers to express this in their work for or within LFK.

4. Active Participation

Board members/Employees/Volunteers are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care.

Failure to adhere to these Code of Conduct expectations may result in the removal as a Board Member or Employee pursuant to the requirements and processes provided in the organization's governing documents.