

CODE OF ETHICS

1. Integrity

All directors, officers, employees, and volunteers of the Kenneth Rainin Foundation (the “Foundation”) shall act with honesty, integrity, and openness in all of their dealings as representatives of the Foundation. The Foundation shall maintain a working environment that values integrity, fairness, respect, and humility. These values are demonstrated in all interactions among and between staff and directors. Core Values of the Foundation include interdependence, creativity, and equity. We collaborate with our stakeholder communities, approaching our work with humility. We listen, build trust, and hold ourselves and one another accountable for the results of our efforts. We undertake everything we do with curiosity and a growth mindset, seeking first to understand. We leverage all available assets and innovate to create bold solutions. We acknowledge and celebrate the inherent differences we all bring. We commit to do all that we can to heal the harms that have been done in the name of those differences and ensure those harms do not continue.

2. Mission

The mission of the Kenneth Rainin Foundation is to enhance quality of life by championing the arts, promoting early childhood literacy and supporting research to cure chronic disease. Collaboration and innovation are at the heart of all our programs. Our work is guided by our commitment to change through inquiry, creativity and compassion.

3. Law and Ethics

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

4. Stewardship

In managing its funds responsibly and prudently, the Foundation as a whole 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 services, that is reasonable, equitable, and comparable to local area standards, but not excessive;
- Avoid accumulating funds excessively;
- Draw prudently from restricted funds in a manner consistent with the restrictions; and
- Follow spending practices and policies that are fair, reasonable, and appropriate to fulfill the mission of the Foundation.

5. Diversity, Equity and Inclusion

The Foundation shall align our values with our work by embedding diversity, equity and inclusion principles in its Board of Directors, management team, staff, and volunteers, as well as in its operations. The Foundation actively creates an environment where we value everyone, embrace differences, challenge assumptions and beliefs, apply what we learn, hold each other accountable, and employ equitable policies and practices.

6. Evaluation

The Foundation is committed to continually improve its public programs and its organizational quality. The Foundation shall periodically review its program and incorporate lessons learned into future programs. The Foundation shall be responsive to new developments in its field of activity and shall be responsive to the interests of its audiences and other constituencies.

7. Governance [Board of Directors only]

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

Ensure that Board members possess the requisite skills and experience to carry out their duties and all directors understand and fulfill their governance duties, acting for the benefit of the Foundation 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 President or the Chief Executive Officer and the Treasurer or Chief Financial Officer, regardless of job title, and ensure that the compensation of such person or persons is reasonable and appropriate;
- Ensure that the President or Chief Executive Officer and appropriate staff provide the

Board with timely and comprehensive information so that the Board can effectively carry out its duties;

- Ensure that the Foundation conducts all transactions and dealings with integrity and honesty, and in accordance with stated values;
- Ensure that the Foundation promotes working relationships with Board members, management team, staff, and volunteers based on mutual respect, fairness, and openness;
- Ensure that the Foundation 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 the Foundation are in writing, clearly articulated, and adopted;
- Ensure that the resources of the Foundation are responsibly and prudently managed; and
- Ensure that the Foundation has the capacity to carry out its programs effectively.

The Foundation shall provide a copy of this Code of Ethics to every director, officer, employee, and volunteer in the Foundation. 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.

ANNUAL AFFIRMATION STATEMENT

The Code of Ethics of the Kenneth Rainin Foundation requires an annual affirmation that you have received, read, understand, and agree to comply with the Code of Ethics as appropriate for your position in the organization.

Please sign this Annual Affirmation Statement indicating your affirmation as described above and return to Human Resources.

Name (Please Print)

Signature

Date

Select one:

- Board Member
- Officer
- Employee
- Volunteer