



National **Kidney** Foundation®

CODE OF ETHICS

Mission

The mission of the National Kidney Foundation (NKF) is to prevent kidney and urinary tract diseases, improve the health and well-being of individuals and families affected by these diseases, and increase the availability of all organs for transplantation.

Vision

To enhance the lives of everyone with, at risk of or affected by kidney disease.

Values Statement

The Board of Directors, volunteers and staff of the National Kidney Foundation subscribe to the following set of shared values which inform and guide the actions the Foundation takes in developing our policies and practices:

- Commitment to the public good and to safeguarding the public trust
- Prudent stewardship of resources
- Respect for the worth and dignity of constituents and their families
- Pluralism and diversity
- Transparency in all relationships
- Integrity and honesty
- Scientific rigor
- Excellence.

Code of Ethics

I. Mission

The National Kidney Foundation mission, vision and goals are approved by the Board of Directors. All programs and services support that mission which is responsive to the constituencies and communities served by the NKF. Those who work for or on behalf of the Foundation understand the mission.

II. Personal and Professional Integrity

Staff, Board members and volunteers of the National Kidney Foundation act with honesty, integrity and openness in their dealings as representatives of the Foundation.

They do so in ways which bring benefit to our constituents and provide the opportunity for personal fulfillment. The Foundation promotes a working environment that values respect, diversity, integrity and quality.

III. Governance

The Board of Directors is the Foundation's governing body and is responsible for setting the mission, vision and strategic direction of the organization, and for oversight of the finances, operations and policies of the Foundation.

The Board of Directors is responsible for ensuring that:

- Board members have the requisite skills and experience to carry out their duties and that they understand and fulfill their governance duties, acting for the benefit of the Foundation and our mission
- A conflict of interest policy is enforced, and that annual disclosure statements are used to make certain that any conflict of interest or the appearance thereof is avoided or appropriately managed through disclosure, recusal or other means
- A Chief Executive Officer (CEO) is employed, receives regular performance reviews and compensation that is reasonable and appropriate
- The CEO and appropriate staff provide the Board with timely and comprehensive information so that the Board can effectively carry out its duties
- The Foundation conducts all transactions and dealings with integrity and honesty
- The NKF promotes working relationships among Board members, staff, volunteers and constituents that are based on mutual respect and openness
- The organization follows fair and inclusive personnel policies, as well as fair and inclusive practices for all Board and volunteer positions
- Policies of the Foundation are clearly articulated, written, officially adopted and appropriately disseminated
- The resources of the NKF are responsibly and prudently managed and the Foundation has the capacity to effectively carry out programs
- The Board is actively involved in monitoring the NKF's activities to ensure that systems and controls are effective, and that the Foundation responds promptly and appropriately to any deficiencies that may be discovered.

IV. Legal Compliance

The National Kidney Foundation has a designated Compliance Officer to ensure that the organization is knowledgeable of and committed to complying with applicable laws, regulations and ethical practices, and to taking prompt remedial action if the conduct of individuals within the Foundation deviates from such laws, regulations and ethical practices.

V. Responsible Stewardship

The National Kidney Foundation manages funds responsibly and prudently by:

- Spending at least 75 percent of annual revenue on program services in pursuit of our mission
- Expending an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff and other expenditures critical to professional management
- Compensating staff appropriately
- Maintaining an appropriate reserve fund but not accumulating excessive operating funds
- Ensuring that all spending practices and policies are reasonable and appropriate to the mission, and that financial reports are accurate and complete in all material respects.

VI. Openness and Disclosure

The National Kidney Foundation provides comprehensive and timely information to the public, the media and stakeholders, and is responsive in a timely manner to reasonable requests for information. Information about the NKF disseminated by the NKF fully and honestly reflects the policies and practices of the organization. Basic information about the Foundation such as the IRS Form 990 and audited financial statements are posted on the web site at www.kidney.org and are available to the public. Financial, organizational and program reports are complete and accurate in all material respects.

VII. Program Evaluation

The National Kidney Foundation regularly reviews program effectiveness and employs mechanisms to incorporate the results of evaluative data into future programs. The NKF is committed to improving program and organizational effectiveness and is responsive to changes in the kidney community and the changing needs of our constituencies.

VIII. Inclusiveness and Diversity

The National Kidney Foundation maintains a policy of inclusiveness; our staff, Board and volunteers reflect diversity. The Foundation takes meaningful steps to promote inclusiveness in employment practices, in volunteer development and in services to constituents.

IX. Fund Raising

In seeking corporate support, the National Kidney Foundation has adopted, published and follows *Guiding Principles for Corporate Relationships* which are consistent with

those expected of national voluntary health agencies. In seeking support from foundations, the NKF follows similar principles.

The necessity for engaging in all such funding relationships is to:

- Leverage the NKF's resources by employing corporate or foundation resources in order to develop, produce and implement mission-related programs, materials and activities
- Increase the dissemination of health information and education to the public using the additional resources provided by the corporate or foundation partner that would not otherwise be available
- Provide NKF new sources of funds which are the indispensable fuel for our mission-related activities
- Increase awareness of chronic kidney disease as a major public health problem
- Increase the overall capacity of the Foundation to fulfill our mission.

Adopted October 7, 2006

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