



P.O. Box 26833  
San Diego, CA 92196  
858.693.7935  
www.idtheftcenter.org

## **ITRC Policy for the Promotion of Ethical Conduct**

As a nonprofit organization at the forefront of identity theft issues, the Identity Theft Resource Center's policy is to uphold the highest legal, ethical, and moral standards. Our donors and volunteers support Identity Theft Resource Center because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Identity Theft Resource Center will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. Directors and officers should not use their positions to obtain unreasonable or excessive services or expertise from Identity Theft Resource Center's staff.

In general, the use of good judgment based on high ethical principles will guide directors, officers, and employees with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of Identity Theft Resource Center. Employees should contact their immediate supervisor and, if necessary, the Director of Victim Assistance or Executive Director. Board members should raise any such concerns with the Chair or Secretary of the Identity Theft Resource Center's board.

In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

All officers, key staff members, and members of the board of Identity Theft Resource Center are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In support of Identity Theft Resource Center's standards of high ethical conduct, each officer, key staff member, and board member WILL NOT:

- Deceive, defraud, or mislead Identity Theft Resource Center board members, officers, staff members, managers, supervisors, or other associates, or those with whom Identity Theft Resource Center has business or other relationships.

- Misrepresent Identity Theft Resource Center in any negotiations, dealings, contracts, or agreements.
- Divulge or release any information of a proprietary nature relating to Identity Theft Resource Center's plans, mission, or operational databases without appropriate approval.
- Obtain a personal advantage or benefit due to relationships established by any officer, senior staff member, or board member by use of the organization's name.
- Accept individual gifts of any kind in excess of \$100, in connection with the officer's, key staff member's, or board member's relationship with Identity Theft Resource Center. All such gifts are to be reported to the Director of Operations who shall divulge gifts received during the calendar year to the Board of Directors.
- Withhold their best efforts to perform their duties to acceptable standards.
- Engage in unethical business practices of any type.
- Use Identity Theft Resource Center property, financial resources, or services of Identity Theft Resource Center personnel for personal benefit.
- Violate any applicable laws or ordinances.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_