



## THE ASPIRE FOUNDATION CODE OF ETHICS

### **Our Vision and Goal**

Our vision is to create a positive ripple of change by providing mentoring to women that helps them in turn make even more of a difference to even more women worldwide. Our goal is to make a difference to 1 billion women by 2020.

### **Code of Ethics**

With this vision and goal in mind, The Aspire Foundation has adopted a code of ethics to guide its mentors/mentees, corporate partners and staff in their conduct while acting in behalf of The Aspire Foundation. This code of ethics explains the behavior that The Aspire Foundation expects of individuals while interacting with donors, participants on the mentoring program, employees, peers and the public.

This code is not intended as a stand-alone policy. It is one part of a larger effort that The Aspire Foundation uses to create a high standard for ethical conduct. It does not explain the whole scope of The Aspire Foundation's ethical standards, and questions or issues may arise that need further investigation.

Mentors/ mentees, corporate partners and staff are advised to:

1. Be accountable for adhering to The Aspire Foundation's Code of Ethics.
2. Abide by the governing documents and policies of The Aspire Foundation.
3. Comply with laws, regulations and fiduciary responsibilities, set by the authorities of one's native/residential country, creating transparency in all of our operations.
4. Confidentiality is of highest importance between Mentors and Mentees, corporate partners, donors and employees; sensitive information is not to be shared with others.
5. Listen to one another, as well as donors and the public, and make every effort to satisfy each other's needs while representing The Aspire Foundation's vision and goal.
6. Respect and make efforts to understand and support all cultures and genders, as the Aspire Foundations executive leadership and staff strive to create a diverse culture within the organization and on a larger scale.
7. Follow and implement a Conflict of Interest Policy.



8. No commissions, payments, loans, promises of future benefits, and gifts or other items of value from anyone who has/may seek benefit from The Aspire Foundation in return may be received, other than occasional gifts of nominal value that fall within good business ethics.
9. Let The Aspire Foundation's staff or management know when the Code of Ethics is not adhered to.
10. At all times act within the ethical standards and in the best interest of the Aspire Foundation, its corporate partners, donors and reputation.
11. Being open, honest and telling the truth is paramount.
12. Commitments and promises are to be honored to the best of your ability.
13. When an individual or organization contributes to The Aspire Foundation's vision and goal, they are to be appropriately acknowledged.
14. Transparency in fundraising activities or in prospecting for new members to join The Aspire Foundation is required.
15. Charities and social enterprises which impact the lives of women and girls are the main focus of The Aspire Foundation's mission and all organizations within this sector are to be advocated and respected, and not favored one over the other.
16. Acting with the intent to influence an individual candidate is not to be conducted.

### **Monitoring, Reporting and Compliance**

The Aspire Foundation's management is to communicate the Code of Ethics to all mentors/mentees, corporate partners, staff, staff volunteers and staff interns and is expected to monitor its adherence at all times.

Created by the Aspire Foundation's Management on 14 August 2015.



## CODE OF ETHICS DISCLOSURE FORM

This form must be completed by all mentors/mentees, corporate partners, staff, staff volunteers and staff interns upon joining the Aspire Foundation.

The undersigned, by their affixed signature, accept and agree to follow the Code of Ethics Policy.

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Signature

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Printed Name

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Position within The Aspire Foundation (e.g. mentor, mentee, corporate partner, staff)

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Date

(Created by The Aspire Foundation Management on 14 August 2015)