

**BRUNSWICK AREA STUDENT AID FUND
CODE OF ETHICS**

**As Brunswick Area Student Aid Fund (BASAF)
Directors, Officers, Volunteers and Staff, we agree to:**

1. Follow the law at all times, without exception, and comply with applicable rules and regulations.
2. Be honest, fair and trustworthy in all BASAF activities and relationships.
3. Dedicate sufficient time, energy and attention to ensure the diligent performance of our duties.
4. Avoid engaging in any activity that might create a conflict of interest for BASAF or for us individually. Fully disclose any potential conflict of interest situation, and ethically handle actual or apparent conflicts of interest.
5. Follow all restrictions on use and disclosure of information. This includes following all requirements for protecting BASAF information and ensuring that non-BASAF proprietary information is used and disclosed only as authorized by the owner of the information, or as otherwise permitted by law.
6. Take all reasonable measures to ensure responsible use of and control over the BASAF's assets and resources.
7. Where required, promote full, fair, accurate, understandable and timely disclosure of reports and documents regarding the BASAF's financial activities.
8. Never discriminate against anyone.
9. Never act unethically and work to sustain a culture in which ethical conduct is recognized, valued and exemplified by all Directors, Officers, Volunteers and Staff.
10. Never ask someone to act unethically.
11. Seek assistance if there is a question regarding this Code of Ethics, or if an ethical dilemma arises.
12. Report ethics violations and cooperate with any investigation of a possible ethics violation.
13. Promote voluntary giving in dealing with donors and vendors and refrain from any use of coercion in fundraising activities, including predicting professional advancement in response to solicitations.
14. Refrain from making any contributions to any candidate for public office or political committee on behalf of BASAF.