

COAST CONSERVATION ENDOWMENT FUND FOUNDATION

STATEMENT OF PERSONAL AND PROFESSIONAL STANDARDS OF CONDUCT FOR EMPLOYEES

It is the intent of the Coast Conservation Endowment Fund Foundation (the "Foundation") to strive for the highest ethical conduct from staff. In an effort to achieve the highest standards of conduct for employees, each key staff member is requested to acknowledge (by signing) the following adopted Code of Ethics by December 31 each year. This acknowledgement will be kept on file in the human resource department.

All key staff members of the Foundation are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In recognition of the Foundation's standards of high ethical conduct, each key staff member WILL NOT:

- Deceive, defraud, or mislead Foundation board members, officers, staff members, managers, supervisors, or other associates, or those with whom the Foundation has business or other relationships.
- Misrepresent the Foundation in any negotiations, dealings, contracts, or agreements.
- Divulge or release any information of a proprietary nature relating to the Foundation's plans, mission, or operational databases without appropriate approval.
- Obtain a personal advantage or benefit due to relationships established by any senior staff member by use of the Foundation's name.
- Accept individual gifts of any kind in excess of \$100, in connection with the key staff member's relationship with the Foundation. All such gifts are to be reported to the Director of Finance who shall divulge gifts received during the calendar year to the Investment, Finance and Audit Committee.
- Withhold their best efforts to perform their duties to acceptable standards.
- Engage in unethical business practices of any type.
- Use Foundation property, financial resources, or services of Foundation personnel for personal benefit.
- Violate any applicable laws or ordinances.

Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the Investment, Finance and Audit Committee of the board, who shall, in his or her determination, bring the infraction to the attention of the committee Chair or the Foundation board Chair.

Signature _____ Date _____

Name (please print) _____