

CODE OF ETHICS

Adopted by the Board of Trustees on February 26, 2019

I. Statement of Values

As an organization with “ethics” in its name, Carnegie Council for Ethics in International Affairs is built on a foundation of shared values.

This Code of Ethics statement is an expression of these shared values and the organization’s commitment to do its best to live by them.

Among our values are:

- Personal and Professional Integrity.
- Respect for Differences.
- Pursuit of Intellectual Excellence.
- Innovation and Resourcefulness.
- Diversity and Inclusiveness.
- Accountability and Transparency (including openness, honesty, trust).
- Loyalty to mission.

II. Mission and Vision

The mission of Carnegie Council is to inspire and guide debate, and to educate the public on ethical choices in matters related to global affairs.

Since our founding by Andrew Carnegie a century ago, we have been one of the world's top creators of nonpartisan educational resources on international ethics used by professionals, journalists, educators, students, and the greater public. Carnegie Council is a non-profit 501(c) (3) institution.

Carnegie Council’s sponsored research programs advance ethical inquiry, spur public dialogue, and publish policy-relevant findings in the areas of American foreign policy, collective history, climate change, and emerging technologies. These programs convene expert working groups, lead research delegations abroad, publish policy papers and articles, host live interviews and panels, and support independent researchers around the world.

Carnegie Council’s public education programs aim to make the moral dimensions of international issues more visible and accessible to students, scholars, and the general public.

The Carnegie Ethics Studio produces podcasts, videos, transcripts, and live streams of Carnegie Council's public programs, special events, and closed-set studio interviews. The Studio ensures that the Council's sponsored research and public education programs reach worldwide audiences through free and widely accessible channels.

III. Governance

The Board creates, and modifies when appropriate, the written governing policies of the Council. These policies include the definition of goals, financial planning, asset protection, an appropriate code of conduct, Board operations and performance. In addition, the Board of Trustees is responsible for the hiring and regular performance review of the Executive Director.

Responsibilities include:

- The Board is responsible for setting the strategic direction of Carnegie Council. The Board, in conjunction with the Council's executive staff, defines the direction of the programs, services, and outreach efforts of the organization.
- Board members of Carnegie Council have the ultimate fiduciary responsibility for the organization and are responsible for assuring that the Council is fiscally sound and operated within procedures and policies that are sound, prudent, and ethical.
- The Board is responsible for approving the budget as well as major financial transactions, such as the incurrence of debt. The Board manages the finances and investments of the organization, through the Investment Committee.
- The Board is responsible for protecting Carnegie Council from external threats. In these circumstances, the Board is collectively responsible for stepping forward to explain and defend the Council.
- Board members advocate on behalf of Carnegie Council, helping to raise awareness of its mission. It is also important for the Board to be sensitive to the environment in which the Council operates. In that capacity, the Board is responsible for giving the organization's staff critical feedback about how policies, plans and programs might need to change in response to a changing world.
- The entire Board reviews actions of the Executive Committee of the Board, which is empowered to act between Board meetings and under circumstances when a meeting of the full Board is not possible.

IV. Law and Ethics

Carnegie Council shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. Compliance with the law, however, is the minimum standard of expected behavior. Carnegie Council shall also adhere to the highest ethical standards. All resolutions and other legal actions by the Board of Trustees shall satisfy two requirements: (1) they shall be legally permissible, and (2) they shall also reflect the highest ethical standards as determined by the Board of Directors in the exercise of its sole discretion.

VII. Evaluation

Carnegie Council is committed to improve, continually, its programs and its organizational quality. In addition, Carnegie Council shall periodically review its programs and incorporate lessons learned into future programs.

VIII. Inclusiveness and Diversity

Carnegie Council shall have a policy of promoting inclusiveness and its Board, staff, and volunteers reflect diversity in order to enrich its programmatic effectiveness. Carnegie Council shall take meaningful steps to promote inclusiveness in its hiring, retention, promotion, and board recruitment, and programs.

VIII. Fundraising

Funds shall be solicited in a respectful manner. Donor designated restrictions on contributions shall be honored. All contributions made to the organization are tax deductible to the fullest extent of the law. Written tax receipts shall be issued for all donations.

IX. Transparency

Carnegie Council shall respond to reasonable requests for information and provide information that may appropriately be released to the public, the media, or to all stakeholders.

The following governance documents shall be posted on Carnegie Council's website: Articles of Incorporation, Bylaws, Conflict of Interest Policy, Code of Ethics, Whistleblower Notice and Policy, and Document Management Policy, along with audited financial statements and Form 990 for the most recent three years.

X. Confidentiality

All trustees, officers, employees and volunteers have a duty to safeguard information that is proprietary to Carnegie Council. Information about Carnegie Council that is confidential or proprietary and obtained by a trustee, officer, employee or volunteer as a consequence of such person's association with Carnegie Council may not be disclosed to third parties unless expressly authorized by Carnegie Council.

XI. Complaints

Any person, whether or not connected with Carnegie Council, may lodge a complaint of unethical conduct against a trustee, officer, employee, or volunteer of Carnegie Council by filing such complaint, written or oral, with any director or officer.

XII. Remedies

Any trustee who fails to comply with this Code of Ethics may, in the discretion of the Board of Trustees, be removed from the Board in accordance with the Bylaws. If any employee or volunteer fails to comply with this Code of Ethics, that person may be put on notice or terminated, in the discretion of the Executive Director or the Board of Trustees.

XIII. Annual Affirmation Statement

Carnegie Council shall provide a copy of this Code of Ethics to every trustee, officer, employee, and volunteer. Each year the Annual Affirmation Statement, attached, shall be signed by each trustee, officer, and employee, affirming that such person has received a copy of this Code of Ethics, has read and understands it, and agrees to comply with it.

Volunteers are not required to sign and submit such a Statement.

All Annual Affirmation Statements shall be submitted to the Executive Director and then filed with the minutes of the first annual meeting of the Board of Trustees.