

Vanguard Charitable (VC) employees must conduct their activities at all times under the following standards:

- Donors/Advisor and Grantees' interests come first
- Conflicts of interest must be avoided
- Compromising situations must be avoided

All employees are subject to guidelines and restrictions relating to:

- Confidentiality
 - It is the duty of the employee to maintain donor/advisor and grantee activity in a confidential manner. Confidentiality is the cornerstone of donor-advised funds. Handling the finances of others is a serious trust. Accordingly, employees must use the utmost discretion in dealing with transaction information – not only during the working day, but also outside of the work environment. It is highly unethical to discuss, except for business or professional reasons, the personal business of donors/advisors and grantees. It is also unethical to share salary information or any other personal information about another employee that one may become privy to in the course of performing one's job.
- Acceptance of business gifts
 - A business gift being under \$50 in value freely given to an individual employee may be accepted, but only with the approval of the President of VC.
 - A perishable business gift, under \$50 in value, freely proffered and intended for a group of employees (flowers, candy, etc.) may be accepted.
- Secondary Employment
 - All employees must obtain approval from the President of VC to hold a job outside of VC. The secondary employment will usually be approved as long as there is not a conflict of interest. However, the secondary employment must not interfere in the satisfactory performance of the employee at VC.