

## CODE OF ETHICAL STANDARDS

### **M.G. TECH-WRITING, L.L.C.** *Written language with an agenda*

### **ETHICAL STANDARDS (Adopted 1993; amended December 2014)**

M.G. Tech-Writing, L.L.C. (MGT) believes that ethical behavior fosters the development and growth of lasting and professional business relationships and enhances the trust, which clients want/need in the consultants they hire to serve them. MGT recognizes its responsibility to provide responsive and effective service provision. MGT agrees to abide by the following Code of Ethical Standards.

### **PUBLIC TRUST, TRANSPARENCY & CONFLICTS OF INTEREST**

#### MGT SHALL:

- ◇ not engage in activities that harm clients, their respective organizations, or profession or knowingly bring their profession into disrepute.
- ◇ not engage in activities that conflict with its fiduciary, ethical and legal obligations to its clients, their organizations or profession.
- ◇ effectively disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
- ◇ not exploit any relationship with a prospect, volunteer, or client for MGT's benefit or that of its associates.
- ◇ comply with all applicable local, state, provincial, tribal, federal civil and criminal laws.
- ◇ recognize its boundaries of professional competence.
- ◇ present and supply services and/or products honestly and without misrepresentation.
- ◇ establish the true nature and purpose of any contractual relationship at the outset and be responsive and available to clients before, during and after any sale of materials and/or services.
- ◇ never knowingly infringe upon the intellectual rights of other parties.
- ◇ protect the confidentiality of all privileged information relating to the client/provider relationships.
- ◇ never disparage clients or competitors untruthfully.

### **SOLICITATION & STEWARDSHIP OF PHILANTHROPIC FUNDS**

#### MGT SHALL:

- ◇ ensure that all solicitation and communication materials are accurate and correctly reflect clients' organizational missions and use of solicited funds.
- ◇ ensure that clients receive informed, accurate and ethical advice about the value and tax implications of solicited funds.

- ◇ ensure that clients grant funds are used in accordance with grantors' intentions - when MGT is hired to assist with grant administration/implementation.
- ◇ ensure proper stewardship of all revenue sources; including timely reports on the use/management of grant funds - again, when MGT is hired to assist with grant administration/implementation.
- ◇ obtain explicit consent by grantors before altering the conditions of grant-related transactions.

### **TREATMENT OF CONFIDENTIAL & PROPRIETARY INFORMATION**

#### MGT SHALL:

- ◇ not disclose privileged or confidential information to unauthorized parties.
- ◇ adhere to the principle that all grantor and prospect information created on behalf of a client or organization is that organization or client's property.
- ◇ when stating grant writing success results - use accurate and consistent accounting methods that confirm to relevant guidelines recognized by the grant writing industry.

### **COMPENSATION, BONUS & FINDERS FEES**

#### MGT SHALL:

- ◇ not accept compensation or sign a contract that is based on a percentage of awarded grant funds; nor shall MGT accept finder's fees or contingent fees.
- ◇ accept performance-based compensation (e.g., bonuses), only if said bonuses are in accord with the prevailing practices within the client's own organization and are not based on a percentage of awarded grant funds.
- ◇ neither offer nor accept payment so special considerations for the purposes of influencing the awarding of grant funds, grant products or services.
- ◇ not pay finder's fees, commissions or percentage compensation based on grant awards won on behalf of MGT clients.