

Shumla Archaeological Research & Education Center

Development Code of Ethics

The Shumla Archaeological Research & Education Center (Shumla) Executive Director and designees take all necessary steps:

- to ensure that all solicitation and communication materials are accurate and correctly reflect Shumla's mission and use of solicited funds.
- to ensure that donors receive informed, accurate and ethical information about the value and tax implications of contributions and that those contributions are used in accordance with the donors' intentions.
- to adhere to the principle that all donor and prospect information created by, or on behalf of, Shumla is the property of the organization and will not be transferred or utilized except on its behalf.
- to ensure proper stewardship of all revenue sources, including reports on the use and management of such funds. They will obtain explicit written consent from donors before altering the conditions of financial gift agreements and transactions.
- to ensure privileged or confidential information is not disclosed to unauthorized parties, and they will give donors the opportunity to have their names removed from lists that are provided to or exchanged with other organizations.

Shumla employees, members of the Board of Directors and consultants will not accept compensation or enter into a contract that is based on a percentage of contributions; nor will they accept finder's fees or contingency fees. **Updated 25 February 2021**