

POLICY: Code of Ethics	RE-ISSUED: September 2007	
	APPROVED:	Page 1 of 1

Policy:

The Asia Foundation maintains certain standards of conduct to guide its employees with respect to expectations of professional behavior in areas where improper activities could damage the Foundation's reputation and otherwise result in serious adverse consequences to the Foundation and to employees involved. The purpose of this policy is to affirm, in a comprehensive statement, required standards of conduct and practices with respect to certain actions.

The Asia Foundation employees, to the best of their knowledge and ability, will:

1. Act with openness, honesty and integrity in fulfilling their duties and responsibilities.
2. Comply with the laws and regulations of the United States and the host country in which the Foundation operates.
3. Refrain from decisions involving employment or any other business of the organization that may present a conflict of interest.
4. Respect the culture and customs of the countries in which they work.
5. Treat others with respect and dignity, consistent with Foundation policies on non-discrimination and sexual harassment.
6. Actively promote ethical behavior in their work environment and community.
7. Report clearly and accurately to donors and other interested persons on the activities of the Foundation as required.
8. Care for Foundation property and resources as if they were their own and not use Foundation property or resources for personal gain.
9. Report known or suspected violations of this Code to the Foundation's Internal Auditor or to the Chairman of the Audit Committee of the Board of Trustees. If an employee wishes to make an anonymous report, they are encouraged to use the Foundation's Whistler Blower hotline at 1-866-384-4277.

An employee's actions under this Policy are significant indications of the individual's judgment and competence. Accordingly, those actions constitute an important element in the evaluation of the employee for position assignments and promotion. Correspondingly, insensitivity to or disregard of the principles of the Policy will be grounds for disciplinary action.