Cottonwood, Incorporated
Policies and Procedures

SECTION: Governing Board

POLICY NO: 01-004

SUBJECT: Leadership

PAGE(S): 1 of 1

EFFECTIVE DATE: September 1996

<u>**Policy:**</u>

The Cottonwood, Inc. Board of Trustees and Administration are committed to providing effective leadership and ethical governance to ensure that the organization focuses on its purpose and outcomes for persons served, resulting in the long-term success and stability of Cottonwood. A Strategic Plan and Outcomes Management system is in place to monitor performance and to provide guidance and direction for the organization. Strategic positioning, with a focus on best practices, is key to quality, consumer focused services in this increasingly competitive environment. Additionally, the leadership of the organization has developed quality assurance/control systems to guide compliance with risk management requirements, to monitor critical performance variables and to promote efficiency. Oversight mechanisms include but are not limited to bylaws, policies, corporate compliance and risk management plans, audits, and IRS required filings.

In conducting their duties and responsibilities with respect to the organization, all staff members, employees and members of the Board of Trustees shall comply with the applicable provisions of the ethical rules of the organization as contained in Cottonwood's Code of Ethical Conduct for staff and the Board Ethical Code of Conduct as well as policies and procedures, job descriptions, staff training procedures, Board member orientation, marketing procedures, fiscal management practices, strategic plan, corporate bylaws and performance reviews. The respective roles for the Board of Trustees and CEO are clearly defined in the corporate Bylaws. Allegations of violations of applicable ethical standards shall be reviewed and addressed on a case-by-case basis by the appropriate parties as specified in the corporate policies and procedures.

Revisions to both codes will be approved by the Board of Trustees.