

## **Code of Ethics Policy**

### **I. Integrity**

All directors, officers, employees, if any, of the New Hampshire Vaccine Association (NHVA) and its key contractors, including any organization or individuals providing Executive Director and administrative services to NHVA, shall act with honesty, integrity, and openness in all of their dealings as representatives of NHVA. NHVA shall maintain a working environment that values integrity, fairness, and respect.

### **II. Mission and Vision**

Our mission is established by State of New Hampshire law and primarily is to assure that adequate funds are available to the State of New Hampshire to purchase childhood vaccines for beneficiaries of NHVA's members and to assist in the selection of vaccines to be made available under the State of New Hampshire's universal childhood vaccination program.

#### We pursue our mission by:

- administering an assessment system whereby the costs of childhood vaccines are shared equitably among all entities responsible for paying for vaccines for State of New Hampshire resident children who are not eligible for vaccines under the federal Vaccines for Children program,
- refining this system based on what payers and providers tell us to assure that the assessment system operates effectively and efficiently,
- staying abreast of and helping to shape current best practices and paradigms in the childhood vaccine funding arena.

### **III. Compliance with Laws and Ethical Standards**

NHVA shall comply with all applicable federal, state, and local laws and regulations and shall seek the advice of counsel when necessary or appropriate. NHVA shall also adhere to the highest ethical standards. Decisions and actions taken by the Board of Directors shall: (1) comply with applicable law, and (2) reflect the highest ethical standards as determined by the Board of Directors.

#### **IV. Diversity**

NHVA shall, within the limits of its statutory authority, promote diversity and inclusiveness in its Board of Directors, management team or staff employed from time to time, if any, and contractors.

#### **V. Evaluation**

NHVA shall develop and implement an evaluation procedure whereby the performance of the Board of Directors as a whole, and the Executive Director and administrative staff are evaluated periodically.

#### **VI. Transparency**

NHVA shall provide comprehensive and timely information to the public, the media, and all stakeholders and shall be responsive in a timely manner to reasonable requests for information. All information about NHVA shall fully and honestly reflect the policies and practices of NHVA. All financial and program reports shall be complete and accurate in all material aspects.

The following governance documents shall be posted on NHVA's website: RSA 126-Q, Articles of Agreement, Bylaws, Plan of Operation, and all governance policies approved and updated by the Board as needed and appropriate along with audited financial statements for the most recent three years.

#### **VII. Confidentiality**

All directors, officers, employees, and contractors have a duty to safeguard information that is proprietary to NHVA. Information about NHVA that is confidential or proprietary and obtained by a director, officer, employee or volunteer as a consequence of such person's association with NHVA may not be disclosed to third parties unless expressly authorized by NHVA.

#### **VIII. Annual Affirmation Statement**

NHVA shall provide a copy of this Code of Ethics to every director, officer, employee, and contractor and request that each sign an affirmation statement upon taking office or providing services. Each year the Annual Affirmation Statement, attached, shall be signed by each director, officer, employee, and contractor, affirming that such person has received a copy of this Code of Ethics, has read and understands it, and agrees to comply with it.

All Annual Affirmation Statements shall be submitted to the Board Chair or the Board Secretary and then filed with the minutes of the first meeting of the Board of Directors held each year after January 31.

# NHVA Annual Affirmation Statement

The Code of Ethics of NHVA requires an annual affirmation that you have received, read, understand, and agree to comply with the Code of Ethics.

Please sign this Annual Affirmation Statement indicating your affirmation as described above.

Please return this Statement to the Executive Director of NHVA each year by January 31.

Your name: \_\_\_\_\_ Date: \_\_\_\_\_