

State Universal Vaccine Funding Program (“SUVFP”) Code of Ethics

I. Integrity

All directors, officers, employees, if any, of the SUVFP and its key contractors, including KidsVax® (“KV”) or any successor organization or individuals providing Executive Director and administrative services to SUVFP (“Covered Persons”), shall act with honesty, integrity, and openness in all of their dealings as representatives of SUVFP. SUVFP shall maintain a working environment that values integrity, fairness, and respect.

II. Mission and Vision

Our mission is established by state law and primarily is to assure that adequate funds are available to the state to purchase vaccines for beneficiaries of SUVFP’s members and to assist in the selection of vaccines to be made available under the state’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 such vaccines for individuals receiving vaccines within the state who are not eligible for vaccines under the federal Vaccines for Children (“VFC”) or a similar 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 in the vaccine funding arena.

III. Compliance with Laws and Ethical Standards

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

IV. Diversity

SUVFP 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

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

VI. Transparency

SUVFP shall provide comprehensive and timely information to the public, the media, and all stakeholders. It shall respond in a timely manner to reasonable requests for information. All information supplied by the SUVFP shall fully and honestly reflect its policies and practices. All financial and program reports shall be complete and accurate in all material aspects.

The following governance documents shall be posted on SUVFP's website: All applicable statutes and governance documents, as well as 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 Covered Persons have a duty to safeguard information that is proprietary to SUVFP. Information about SUVFP that is confidential or proprietary and obtained by a director, officer, employee, or volunteer as a consequence of such person's association with SUVFP may not be disclosed to third parties unless expressly authorized by SUVFP.

VIII. Annual Affirmation Statement

SUVFP shall provide a copy of this Code of Ethics to every Covered Person 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 Covered Person, 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 held each year after January 31.

SUVFP ANNUAL AFFIRMATION STATEMENT

The Code of Ethics of SUVFP 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 SUVFP each year by January 31.

Your name: _____ Date: _____