

# **Bismarck Mandan Symphony Orchestra**

## **Code of Conduct**

### **I. SCOPE**

The Bismarck Mandan Symphony Orchestra (“Organization”, “Organization’s” or “Organizational”) is dedicated to providing a welcoming environment for musicians and audiences to participate in the creation of exceptional music.

This Code of Conduct (“Code”) applies to the following Program Participants in Organization:

- Board of Directors;
- Executive Director;
- Staff;
- Independent Contractors; and
- Volunteers

The Board of Directors, the Executive Director, Staff, Volunteers, Musicians, Independent Contractors and Members are collectively referred to as Program Participants.

This Code is intended to reflect other policies and procedures of the Organization. It does not create any additional or different rights and duties of a substantive or procedural nature.

### **II. GUIDING PRINCIPLES.**

**Mission and Guiding Principles.** In carrying out the Organization’s educational and charitable purposes, as outlined in the Organization’s Bylaws, Program Participants are dedicated to advancing the Organization’s core mission.

The Bismarck Mandan Symphony Orchestra excels in perseverance, dedication, and inclusiveness, creating high quality orchestral experiences that inspire audiences and musicians of the Bismarck Mandan area.

**Commitment to Ethical Conduct.** Program Participants must be committed to the highest ethical standards of conduct and integrity. The standards of conduct in this Code, supported through policies, procedures, and other rules, provide guidance for making decisions and memorialize our commitment to responsible behavior.

### **III. STANDARDS OF CONDUCT.**

**A. Act Ethically and with Integrity.** Ethical conduct is a fundamental expectation for every Program Participant. In practicing and modeling ethical conduct, Program Participants are expected to:

- act according to the highest ethical and professional standards of conduct;
- be personally accountable for individual actions;
- fulfill obligations owed to other Program Participants;
- conscientiously meet Organizational responsibilities; and

- communicate ethical standards of conduct through instruction and example.

**B. Be Fair and Respectful of Others.** The Organization is committed to tolerance, diversity, and respect for differences. When dealing with others, Program Participants are expected to:

- be respectful, fair, and civil;
- speak candidly and truthfully;
- avoid all forms of harassment, illegal discrimination, threats, or violence;
- promote conflict resolution; and,
- strive to practice the guiding principles of integrity, responsibility, compassion, and forgiveness.

**C. Manage Responsibly.** The Board of Directors, Officers and Executive Director are expected to:

- ensure access to and delivery of proper training and guidance on applicable Organizational rules, policies, and procedures, including this Code;
- ensure compliance with applicable laws, policies, and Organizational rules;
- review performance of Executive Director, Staff, Independent Contractors and Volunteers conscientiously and impartially;
- foster professional development; and
- promote a healthy, innovative, and productive atmosphere that encourages dialogue and is responsive to concerns.

**D. Protect and Preserve Organization Resources.** Program Participants shall:

- use Organization property, equipment, finances, materials, electronic and other systems, and other resources for legitimate Organizational purposes;
- prevent waste and abuse;
- promote efficient operations;
- follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls; and
- engage in appropriate accounting and monitoring.

**E. Promote a Culture of Compliance.** The Organization is committed to meeting legal requirements and to fostering a culture of ethics and compliance.

1. Expectations – Program Participants are expected to:

- a. learn and follow Organization policies and procedures applicable to Organization's activities. Organization's policies and procedures shall be given to all Program Participants during onboarding. Program Participants shall sign an acknowledgement form indicating they have received, reviewed, and understood Organization's policies and procedures.
- b. be proactive to prevent and detect any compliance violations; and,
- c. report suspected violations to the Executive Director, unless the violation is against the Executive Director in which case the violation shall be reported to the Board Chair.

2. Prohibition – All Program Participants are prohibited from retaliating against another for reporting a suspected compliance violation.

**F. Avoid Conflicts of Interest.** The Board of Directors and Executive Director of

Organization have an obligation to be objective and impartial in making decisions on behalf of the Organization. To ensure this objectivity, the Board of Directors and Executive Director are expected to:

- avoid actual individual or Organizational conflicts of interest;
- disclose potential conflicts of interest and adhere to any plans created by the Board of Directors and/or the Executive Director to eliminate any conflicts of interest; and
- ensure personal relationships do not interfere with objective judgment in decisions affecting the Organization or other Program Participants.

In order to avoid any appearance of a conflict of interest, Program Participants should not solicit anything of value from any person or organization with whom the Organization has a current or potential business or educational relationship. Program Participants should not accept any item of value from any party in exchange for or in connection with a business transaction or program between the Organization and that other Party. Program Participants may accept items of incidental value (generally, no more than \$25.00) from vendors or others so long as the gift is not given in response to solicitation on your part and so long as it implies no exchange for business purposes. Items may include gifts, gratuities, food, drink, and entertainment. If a Program Participant is faced with and is unsure of how to handle a situation that has the potential to violate this policy, notify Organization leadership. Violations of this code may lead to disciplinary action, up to and including termination or dismissal from the activities of the Organization.

**G. Carefully Manage Public, Private, and Confidential Information.** Program Participants may create or be the custodian of many types of information. The public right to access and the individual's right to privacy are both governed by laws and Organizational policies. To meet these responsibilities, Program Participants are expected to:

- learn and follow Organization's policies and agreements regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information;
- follow document preservation and retention guidelines; and
- maintain data security using electronic and physical safeguards.

**H. Promote Health and Safety.** Program Participants have a shared responsibility to ensure a safe, secure, and healthy environment. Program Participants are expected to:

- follow Organizational practices, including using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations;
- maintain security, including securing Organization's assets and facilities; and
- report suspicious activities.

#### **IV. DELEGATION OF AUTHORITY**

The chair of the Board of Directors or any delegate shall ensure that appropriate administrative policies are maintained to support this Code and shall effectively promulgate this Code and any related administrative policies or procedures through appropriate and periodic explanation, education, and evaluation.