



Tipp City Area Arts Council, Inc. Code of Ethics

The Tipp City Area Arts Council, Inc. is committed to ethical standards. The success of The Tipp City Area Arts Council and our reputation depend upon the ethical conduct of everyone affiliated with the organization. Volunteers and representatives set an example by their pursuit of excellence in high standards of performance, professionalism and ethical conduct.

This code of Ethics (Code) is based on our mission and guided by our fundamental values.

1. **PERSONAL AND PROFESSIONAL INTEGRITY:** A personal commitment to integrity in all circumstances benefits each individual as well as the organization. We therefore:
 - Strive to meet standards of performance, quality, service and achievement.
 - Communicate honestly and openly and avoid misrepresentation.
 - Promote a working environment where honesty, open communication and minority opinions are valued.
 - Exhibit respect and fairness toward all those with whom we come into contact.
2. **ACCOUNTABILITY:** The Tipp City Area Arts Council, Inc. is responsible to its stakeholders, which include donors and others who have placed faith in the Tipp City Area Arts Council, Inc. To uphold this trust we:
 - Promote good stewardship of Tipp City Area Arts Council, Inc. resources, including grants and other contributions that are used to pay operating expenses.
 - Refrain from using organizational resources for non-Tipp City Area Arts Council, Inc. purposes.
 - Observe and comply with all laws and regulations affecting Tipp City Area Arts Council, Inc.
3. **SOLICITATIONS AND VOLUNTARY GIVING:** The most responsive Contributors are those who have the opportunity to become informed and involved. We therefore:
 - Promote voluntary giving in dealing with donors.
 - Refrain from use of coercion in fundraising activities.
4. **DIVERSITY & EQUAL OPPORTUNITY:** The Tipp City Area Arts Council, Inc. is an equal opportunity organization and is committed to the principle of diversity. We therefore:
 - Embrace diversity in all aspects of Tipp City Area Arts Council, Inc. activities and respect others without regard to race, color religion, creed, age, sex, national origin or ancestry, marital status, veteran status, or status as a qualified disabled or handicapped individual.

5. **CONFLICTS OF INTEREST:** To avoid any conflict of interest or the appearance of a conflict of interest which could tarnish Tipp City Area Arts Council, Inc., as well as undermine the public trust, we:

- Avoid any activity or outside interest that conflicts or appears to conflict with the best interest of Tipp City Area Arts Council, Inc.
- Decline any gift, gratuity or favor in the performance of Tipp City Area Arts Council, Inc. duties.
- Refrain from influencing the selection of consultants or vendors who are relatives or personal friends, employ or employed by a person with whom they have a relationship that could adversely affect impartiality.

The Tipp City Area Arts Council, Inc. Volunteers:

- Should not knowingly take any action or make any statement, intended to influence the conduct of Tipp City Area Arts Council, Inc. to confer any financial benefit on themselves, their immediate family members have a significant interest as stakeholders, directors or other officers.
- Should disclose all known conflicts or potential conflicts of interest in any matter before the board of directors. Will disclose such conflicts of interest and withdraw from the meeting during any discussion, review and voting in connection with such matter.

5. **POLITICAL CONTRIBUTIONS:** As a charitable organization, Tipp City Area Arts Council Inc. is prohibited from making contributions to any candidate for public office or any political committee. We therefore:
 - Refrain from making any contribution to any candidate for public office or political committee on behalf of Tipp City Area Arts Council, Inc.
6. **GUIDANCE AND DISCLOSURE:** Volunteers and representatives are encouraged to seek guidance from the board of directors concerning the interpretation or application of the Code of Ethics. Any known or possible breaches of the Code of Ethics should be disclosed. Reports of possible breaches will be handled in the following matter:
 - Reports of possible breaches will be treated in confidence as much as the organization's duty to investigate and the law allow. If confidence cannot be maintained, the individual disclosing the possible breach will be notified.
 - All reported breaches will be investigated and, if needed, appropriate action will be taken based upon the policies of the organization.
 - The Tipp City Area Arts Council, Inc. affirms prompt and fair resolution of reported breaches.

We have reviewed and understand the Tipp City Area Arts Council, Inc. Code of Ethics. We agree to represent The Tipp City Area Arts Council in the manner prescribed in this document.

Date November 11, 2015

Ruth Safreed, Trustee

Terry Bessler, Trustee

Bryan Blake, Trustee

Lynn Shirk, Trustee

Kathy Gilmore, Trustee

Renee Matsunami, Trustee

Debra Strauss, Trustee

Marti Goetz, Trustee

Marilee Lake, Trustee

Andrew White, Trustee

Randy Luken, Trustee

William House, Trustee

John Roberts, Trustee