

Key West Botanical Garden Society

Code of Ethical Conduct

POLICY

KWBGS Board members, staff, and volunteers, as representatives of KWBGS, make the following commitments:

- 1) TO ACT AND COMMUNICATE HONESTLY**
 - a) Internal and external verbal and written communications shall be honest and well supported.
 - b) Estimates contained in reports shall be reasonable and have a good chance of realization.

- 2) TO BE LAW ABIDING**
 - a) Actions taken shall comply with local, state, and federal laws and regulations.
 - b) Interpretations of laws and regulations shall be conservative and shall follow the intent.

- 3) TO RESPECT THE DIGNITY AND RIGHTS OF EMPLOYEES, VOLUNTEERS, AND VISITORS**
 - a) Employees shall be provided an Employee Handbook which summarizes employee rights, policies, and procedures.
 - b) Volunteers shall be provided a Volunteer Handbook which summarizes volunteer rights, policies and procedures.
 - c) Visitors shall be informed of the KWBGS Ethics Policy by posting of a placard in the Visitor Center.
 - d) The Board, management, employees, and volunteers shall be respectful of employees, volunteers and visitors, and shall comply with all employment and public related laws and regulations, including those that relate to sexual harassment and discrimination.
 - e) A KWBGS Ethics Committee shall hear complaints from employees, volunteers, members, and visitors, and shall seek reasonable, fair, and legal resolution. Complaints shall be confidential. See KWBGS Ethics Policy.

- 4) TO RESPECT THE DIGNITY AND RIGHTS OF EACH OTHER AND KWBGS**
 - a) The Board, management, employees, and volunteers shall be respectful of each other.
 - b) Verbal and written communications between the Board, management, employees, and volunteers shall be respectful and polite. Everyone should assume that any communication could be made public.
 - c) Verbal and written communications outside of the formal KWBGS communication channels, about KWBGS activities, Board, management, employees, and volunteers, shall remain respectful to the dignity and rights of KWBGS, Board, management, employees, and volunteers.
 - d) Verbal communications and written communications and documents about internal decision processes, strategies, and grant applications shall be treated as confidential and shall not be disclosed outside of proper channels within the organization.

- 5) TO BE FAIR WITH VENDORS, CREDITORS, MEMBERS, VOLUNTEERS, DONORS, GRANTORS, AND THE COMMUNITY**
 - a) Verbal and written agreements with vendors shall be honored unless the vendor fails to comply with the agreements. In disputes with vendors, KWBGS shall seek fair resolution.
 - b) Verbal and written agreements with creditors shall be honored unless the creditor fails to comply with the agreement. In disputes with creditors, KWBGS shall seek fair resolution.
 - c) Payments to vendors shall be made within a reasonable period of time.

- d) Verbal and written agreements with local government and other community organizations shall be honored unless the other parties fail to comply with the agreements. In disputes with local government and other community organizations, KWBGS shall seek fair resolution.
- e) Demographic, financial, and personal information shall be treated as confidential and shall be protected against disclosure outside of the organization. This does not include reports and member information which is shared with the public as part of specific KWBGS policy or that is required to be disclosed by laws and regulations.
- f) Members shall be given the option to restrict information that is shared with other members. Membership forms shall include a checkbox to allow this restriction.
- g) Membership lists shall not be sold or provided to other organizations.
- h) Donors shall be given the option to remain anonymous. However, the Executive Director, appropriate staff, Treasurer, and President will have access to all information.
- i) Donor lists shall not be sold or provided to other organizations.
- j) Donor restrictions will be honored unless circumstances prevent full compliance. In circumstances when agreements cannot be honored, Donors will be contacted as soon as practical to disclose the area of non-compliance.
- k) Verbal and written agreements with Grantors will be honored unless circumstances prevent full compliance. In circumstances when agreements cannot be honored, Grantors will be contacted as soon as practical to disclose the area of non-compliance.

6) TO HONOR THE MISSION OF THE KWBGS

- a) Actions taken by the Board and management shall further the mission of the KWBGS.
- b) The Board, management, employees, and volunteers shall not seek unwarranted personal gain from their positions within the KWBGS.
- c) The Board, management, employees, and volunteers shall avoid conflicts of interest that could be perceived as not in the best interests of KWBGS or the Key West Tropical Forest and Botanical Garden. All actions or activities that could be perceived as a conflict of interest shall be reviewed by the Board and, if approved, shall include documentation that supports that the action or activity is in the best interest of the KWBGS and KWTF&BG.

7) TO BE OF SERVICE TO THE COMMUNITY

- a) The Board shall periodically evaluate the KWBGS mission to ensure that it continues to serve the Key West Botanical Garden.
- b) The Board shall periodically evaluate the KWBGS mission to ensure that it continues to serve the communities of Key West, Monroe County, and the Caribbean.
- c) The Board shall periodically evaluate the KWBGS mission to ensure that it continues to serve the Fauna and Flora scientific communities.

PROCEDURES

1. Monitoring and enforcement of Conflict of Interests

- a. **Key personnel will be required to complete a conflict of interest disclosure form during the month of March each year.**
- b. **All inquiries about potential Conflicts of Interest will be submitted to the Ethics Committee for review and recommended action to the Board.**
- c. **The Ethics Committee will review all potential conflicts of interest and submit a report to the Board each April.**

Approved by Board of Directors Date 04/13/10