

Mascoutah Historical Society

Code of Ethics Policy

Article I – Purpose

The purpose of the Code of Ethics policy is to provide volunteers and Executive Board members with guidelines for making ethical choices and to ensure that there is accountability for those choices. By establishing these guidelines, the Mascoutah Historical Society hopes to maintain the public's trust by expressing our commitment to ethical behavior, and to encourage and enable Society members to raise serious concerns internally so that the Society can address and correct inappropriate conduct and actions.

Article II – Definitions

The following is a list of core values that the Mascoutah Historical Society shall strive to exhibit as examples of ethical behavior:

1. Honesty, a commitment to be truthful
2. Integrity, a commitment to fulfill the mission and vision of the Society
3. Transparency, a commitment to open and accessible communication
4. Confidentiality, a commitment to avoid disclosure of confidential information of members and donors
5. Respect, a commitment to treat others with dignity and gratitude, recognizing with appreciation the diversity of our community
6. Responsibility, a commitment to careful stewardship of the Society's collection, buildings, and financial resources

Article III – Accountability (Whistleblower Protection)

Reporting procedure: The Mascoutah Historical Society has an open door policy and suggests that members or volunteers share their questions, concerns, suggestions or complaints with someone on the Executive Board who can address them properly. Questions or concerns about suspected ethical and legal violations should be made in writing to a Compliance Officer.

Compliance Officer: The President and Vice-President of the Mascoutah Historical Society shall share the responsibility for ensuring that all complaints about suspected unethical or illegal conduct are investigated and resolved. The Compliance Officers shall advise the Executive Board of all complaints and their resolution. If necessary, the Compliance Officers will report suspected illegal conduct to the City Manager of Mascoutah.

Retaliation: It is contrary to the values of the Mascoutah Historical Society for anyone to retaliate against any member of the Executive Board, officer, or volunteer who in good faith reports a suspected ethics violation, or a suspected violation of law.

Records of Proceedings: The minutes of the Executive Board shall contain a record of any complaint about a suspected ethical or legal violation submitted in writing to the Compliance

Officers, as well as the resolution thereof. The resolution shall also be communicated in writing to the author of the complaint.

Initial Code of Ethics Policy adopted July 3, 2022

Annie Holmes, Secretary