



# **Code of Ethics And Conduct**

**Approved Jan 31, 2009**

# Code of Ethics and Conduct

It is the policy of Destination ImagiNation® Inc., its board members, employees and volunteers to conduct itself with the highest degree of integrity and honesty in all its actions.

Destination ImagiNation, Inc., its board members, employees and volunteers are committed to carrying out the Mission and Vision of DI Inc. and to applying the non profit principles of undivided loyalty, fiduciary responsibility, and the duty of care to the programs and activities of the corporation.

This Code of Ethics is not intended to be a procedural manual or an exacting account of proscribed conduct. It is intended to be an overview of what is contained in the Destination ImagiNation Inc., Bylaws, Board of Trustees Policies and the Employee Handbook. For more information about a specific area or concern please see the specific document as noted below.

## **Mission**

Destination ImagiNation, Inc. dedicates itself to enriching the global community and the lives of all those touched by our programs by providing opportunities to explore and discover unlimited creative potential through teamwork, cooperation and mutual respect.

## **Vision**

Destination ImagiNation, Inc. seeks to be to be the world's foremost non-profit membership organization dedicated to promoting three critical life skills among learners at all levels: Creativity, Teamwork, and Problem-Solving. These three life skills form the core of our organization's value system.

We strive to encourage, teach, and celebrate Creativity in the Global Community. We will develop programs that provide a positive and fun environment for participants to explore their own unlimited creativity and to take creative risks. We will recognize outstanding creativity in our programs . We will provide parents, educators, businesses, governments, and others with tools for encouraging and developing creativity in children and in themselves. We will work to promote the value of creativity in all facets of the global community. We will utilize our own creativity within our organization.

We believe that teamwork is necessary for success in our world, and that people, working as a Team, can achieve extraordinary things. We will develop programs and tools to encourage and assist parents, educators and others in promoting the value of teamwork.

Our members and volunteers are our Team, and we welcome their participation in developing our organization. Both in our organization and in our programs, our Teams will embrace cooperation and mutual respect in all activities.

We believe that our world requires successful creative Problem-Solving strategies, thus we will develop creative Problem-Solving skills among students and adults who participate in our programs. We will celebrate the creative Problem-Solving process and the accomplishments of our members and participants. We will recognize those who demonstrate outstanding achievement in creative Problem-Solving. We will view our organizational challenges as opportunities to utilize our own Problem-Solving skills and strategies. We will continually strive to improve those skills and strategies within our organization.

### **Code of Ethics Components**

The following policies can be found in the Employees' Handbook

- Business Travel expenses and reimbursement
- Employee Conduct
- Harassment
- Drug Use
- Whistleblower policy
- Non- disclosure / confidentiality of business and trade secrets
- Employee Benefits
- Use of Electronic Media
- Workplace Safety

The following policies can be found in the Board of Trustees Policy manual and are reprinted here in their entirety.

- **Anti Discrimination Policy**  
Destination ImagiNation Inc. shall not discriminate because of race, color, age sex, marital status, disability, national origin or ancestry, religion, economic status, union membership or political affiliation. This covers all areas of employment, recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge rates of pay or other compensation, training, or any other benefits. Employment will be based solely on the basis of merit or other qualifications.

DII shall comply with the intent of the Americans with Disabilities Act of 1990 and shall not knowingly discriminate against individuals with disabilities. DII will consider modifying schedules and other adjustments to reasonably accommodate employees with disabilities.

Any grievance regarding discrimination shall be handled through the Equal Employment Opportunity Commission officer (Chief Executive or designee) of DII and in consultation with the management committee of the BOT when appropriate. The complainant should contact the EEOC officer (Chief Executive or, if the complaint is against the Chief Executive, the chair of the management committee), who shall provide information and assistance on filing and pursuing the complaint.

- Sexual Harassment Policy

Destination ImagiNation Inc. prohibits any employee, volunteer, or vendor from making sexual advances of a verbal or physical nature toward another employee or applicant for employment. Sexual harassment is viewed as a form of employee conduct that undermines the integrity of the employment relationship. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is a practice that demeans the individual being treated in such a manner. Consequently, DII will not tolerate sexual harassment of its applicants, employees, or volunteers by anyone. DII will, as necessary take disciplinary action, up to and including termination, in accordance with this policy to ensure we meet our responsibilities to our employees and volunteers.

- Conflicting Employment Relations

Employment opportunities at DII may be limited to the extent necessary to avoid a Conflicting Employment Relationship. Conflicting Employment Relationships requiring particular scrutiny include those involving (1) members of the DII Board of Trustees, (2) DII corporate officers, and (3) a Covered Person who is, either directly or indirectly, in a supervisory or subordinate relationship with a Conflicted Person who earns more than a de minimis amount of compensatory income from DII.

While it is DII's intention to limit, to the greatest extent possible, Conflicting Employment Relationships, this policy is not to be read as a per se prohibition on all Conflicting Employment Relationships. DII recognizes that the nature of its business, the size of its paid staff and its reliance on volunteers may make the strict prohibition of Conflicting Employment Relationships not feasible from a business standpoint. DII's Board of Trustees may, therefore, fashion a remedy that balances the threat to DII engendered by the conflicting Employment Relationship with the business needs of DII. In no event, however may either individual continue to hold a position that directly controls or influences the hiring, termination, promotion, transfer, evaluation, or salary administration of the other.

- Confidentiality Policy

It is the policy of Destination ImagiNation Inc. that its trustees and employees may not disclose, divulge, or make accessible confidential information, including membership information and lists, belonging to or obtained through their affiliation with Destination ImagiNation Inc. to any person other than those who have a legitimate need for such information or as authorized by Destination ImagiNation Inc. This policy is not intended to prevent disclosure that is required by law.

