



DISCOVERY PLACE

CODE OF ETHICS

*Approved by the Discovery Place, Inc. Board of Trustees August 18, 2005
Revised November 14, 2016*

Introduction

We aspire to be at the forefront of transforming the way science, technology and nature are explored and learned to inspire dreams, raise aspirations and motivate people to develop a lifelong love of learning.

(approved by Board of Trustees, 12/4/2015)

As a nonprofit organization dedicated to the public good, Discovery Place, Inc. is accountable to the public, transparent in its operations, responsible in its stewardship of resources, and committed to excellence.

This *Code of Ethics* applies to Discovery Place's Board of Trustees, staff and volunteers. The Board of Trustees is comprised of volunteers who receive no financial compensation for their services. Staff members include those who are employed by the Museum on a full-time, part-time, permanent or temporary basis. Volunteers include any individual recognized by the Museum working for or on behalf of the Museum, who receives no financial compensation.

Discovery Place is committed to informing board, staff and volunteers about the code of ethics and its application; evaluating the code regularly and creating policies and procedures that reflect its values.

Mission

We inspire curious thinkers to discover the wonders of science, technology and nature.

(approved by Board of Trustees, 12/4/2015)

Legal Compliance

The organization's board, staff and volunteers comply with all applicable federal, state and local laws and regulations.

Personal and Professional Conduct

In their dealings as representatives of the Museum, Discovery Place's staff, board, and volunteers act professionally with honesty, integrity, and openness. They treat each other and constituents fairly and with respect. Staff, board members and volunteers are responsible for being aware of corporation policies that address their conduct.

Conflict of Interest

Discovery Place maintains a policy concerning conflict of interest adopted August 28, 2003 and revised March 22, 2012. Discovery Place employees, board members and volunteers act in the best interest of the corporation rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about the corporation and the use or disposition of its assets are made solely in terms of the benefit to the corporation and are neither influenced by, nor appear to be influenced by, any private profit, personal gain or outside benefit for staff, board members and volunteers; their friends and family members or other



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organizations with which they are affiliated. Trustees and senior level employees must review the Conflict of Interest Policy and disclose any activities or financial interest which might constitute a conflict.

Board of Trustees

Discovery Place has an active board of trustees that sets the Museum's mission, strategic direction, and policies and has general oversight of its finances and operations. The board ensures that: its volunteers and the employees act for the benefit of the corporation and its public purpose with integrity and honesty; adequate financial and other resources are made available through a broad variety of sources necessary to support the programs and other services of the corporation; corporation resources are responsibly and prudently managed; and Discovery Place has the ability to carry out its programs through effective planning and good management. The board also supervises, evaluates, and determines appropriate compensation for the President and CEO, and ensures that Discovery Place is fair and inclusive in its employment practices.

Employees

All employees are responsible for understanding the duties of their positions and executing those duties to the best of their abilities. The corporation promotes a working environment that values respect, fairness and integrity. Its human resources policies are fair, establish clear expectations and provide for meaningful and effective performance evaluation. Open communication among staff is highly valued.

To help all staff meet their potential and to sustain the Museum and encourage its growth, the senior staff model professional conduct and provide leadership, clarity and respect for individuals and for diverse points of view.

Volunteers

The Museum's many volunteers are in direct contact with visitors on a daily basis and often are the face of Discovery Place to the public. When acting on behalf of the corporation, volunteers understand their duties and execute them to the best of their abilities. They convey the mission and goals of Discovery Place, and as its representatives, refrain from promoting their own institutions or businesses.

Integrity

Discovery Place responds to the changing needs of the community and is committed to improving its organizational effectiveness, programs, products and services. It strives to provide the field, the media, policy makers and the public with content that is accurate, clear and informed.

Inclusiveness and Diversity

To enhance its effectiveness, Discovery Place promotes inclusiveness, and its staff, board, and volunteers strive to ensure that the diversity of Museum professionals is reflected in its programs and committees. The corporation supports diversity in its hiring, retention, promotion and board recruitment efforts and in the programs it develops for its constituencies.

Fiscal Responsibility

Discovery Place manages its funds responsibly and prudently by:



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- ensuring that all spending practices and policies are fair, reasonable and appropriate to fulfill its mission;
- generating monthly financial reports – reviewed by staff and trustees, and undergoing annual independent audits that are accurate, complete and accessible in all material respects.

Fund-Raising and Business Practices

Discovery Place is truthful in its fundraising solicitation materials. It handles information about donations with confidentiality according to the wishes of its donors and to the extent provided by the law; expends funds consistent with donor intent and provides appropriate acknowledgement and recognition.

In all cases, for the protection of the good name of the Museum, the corporation strives to only enter into agreements with reputable organizations whose image, products, and services do not conflict with the mission or values of Discovery Place.

Disclosure

Discovery Place, Inc. provides comprehensive information about the Museum and responds in a timely manner to reasonable requests for information. Basic data about Discovery Place operations—such as the IRS Form 990, NC disclosure forms, annual reports, audited financial statements, program reports and policies—are available to the public.

Confidentiality

Discovery Place, Inc. employees, board, and volunteers may, under certain circumstances, have access to confidential and privileged information about the Museum, its members, and other constituents. Loyalty to the Museum and to the field requires that individuals with access to such information comply with privacy and confidentiality policies and treat all information responsibly and appropriately.

Collections Management

Discovery Place maintains comprehensive policies governing the management of its scientific and educational resource collections. These policies and various managing procedures are reviewed annually and updated as needed. All employees, trustees and volunteers of Discovery Place are bound to comply with the policies and managing procedures of the corporation's Collection Management Policy.

Use of this Code of Ethics

The *Code of Ethics of Discovery Place, Inc.* is a living Discovery Place document, designed to be disseminated, used and updated. The Board of Trustees will establish a schedule for regular review of the code and its dissemination. Discovery Place staff will:

- incorporate the code into its staff handbook, board and committee orientation materials
- review the code during new employee orientations
- post the code on Discovery Place's public website
- disseminate the code to all Discovery Place volunteers via the appropriate vehicles