



The Missouri Music Educators Ethics Policy

Ethics Policy

1. Overview

The Missouri Music Educators Association is committed to protecting employees, partners, vendors and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. The Missouri Music Educators Association will not tolerate any wrongdoing or impropriety at any time. The Missouri Music Educators Association will take the appropriate measures act quickly in correcting the issue if the ethical code is broken.

2. Purpose

The purpose of this policy is to establish a culture of openness, trust and to emphasize the Board of Directors, Officers and staff expectation to be treated to fair business practices. This policy will serve to guide business behavior to ensure ethical conduct. Effective ethics is a team effort involving the participation and support of every member of the Missouri Music Educators Association. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at The Missouri Music Educators Association, including all personnel affiliated with third parties.

3. Policy

4.1 Executive Commitment to Ethics

- 4.1.1 Board members and executive within The Missouri Music Educators Association must set a prime example. In any business practice, honesty and integrity must be top priority for executives.
- 4.1.2 The Executive must have an open door policy and welcome suggestions and concerns from employees. This will allow all to feel comfortable discussing any issues and will alert executives to concerns within the work force.
- 4.1.3 The Executive must disclose any conflict of interests regard their position within The Missouri Music Educators Association.

4.2 Staff Commitment to Ethics

- 4.2.1 The Missouri Music Educators Association staff will treat everyone fairly, have mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.
 - 4.2.2 Every staff member needs to apply effort and intelligence in maintaining ethics value.
 - 4.2.3 All staff must disclose any conflict of interests regard their position within The Missouri Music Educators Association.
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- 4.2.4 Officers and Staff should consider the following questions to themselves when any behavior is questionable:
- Is the behavior legal?
 - Does the behavior comply with all appropriate The Missouri Music Educators Association policies?
 - Does the behavior reflect The Missouri Music Educators Association values and culture?
 - Could the behavior adversely affect associations stakeholders?
 - Would you feel personally concerned if the behavior appeared in a news headline?
 - Could the behavior adversely affect The Missouri Music Educators Association if all officers and staff did it?

4.3 Maintaining Ethical Practices

- 4.3.1 The Missouri Music Educators Association will reinforce the importance of the integrity message and the tone will start at the top. Every Officer, staff, manager, needs consistently maintain an ethical stance and support ethical behavior.
- 4.3.2 Staff at The Missouri Music Educators Association should encourage open dialogue, get honest feedback and treat everyone fairly, with honesty and objectivity.
- 4.3.3 The Missouri Music Educators Association has established a best practice disclosure committee to make sure the ethical code is delivered to all employees and that concerns regarding the code can be addressed.
- 4.3.4 All officers and staff are required to recertify their compliance to Ethics Policy on an annual basis.

4.4 Unethical Behavior

- 4.4.1 The Missouri Music Educators Association will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- 4.4.2 The Missouri Music Educators Association will not tolerate harassment or discrimination.
- 4.4.3 The Missouri Music Educators Association will not permit impropriety at any time and we will act ethically and responsibly in accordance with laws.
- 4.4.4 The Missouri Music Educators Association officers and Staff will not use corporate assets or business relationships for personal use or gain.
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Policy Compliance

5.1 Compliance Measurement

The Missouri Music Educators Association will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback.

5.2 Exceptions

None.

5.3 Non-Compliance

An Officer or staff found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or position.

