

CODE OF ETHICS

READING COMPANY TECHNICAL & HISTORICAL SOCIETY

General Statement of Commitment

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization are committed to conducting the organization's business with the highest standards of integrity and personal conduct. We acknowledge that no ethics policy can address all specific situations, therefore any suggestion of a possibility of conflict should be brought to the attention of the organization. The organization is committed to avoid the appearance as well as any actual conflict with regard to:

- using association with the organization for private gain;
- preferential treatment to any outside person, family member, or organization;
- impeding the efficiency or economy of the organization;
- loss of independence or impartiality;
- affecting the public confidence in the integrity or the reputation of the organization;
- endangering the life, health or safety of anyone.

Conflict of Interest

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization shall follow the RCT&HS Conflict of Interest Policy.

Improper Use of Information

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization are prohibited from using any organizational information for personal or professional gain.

Disclosure

It is the responsibility of all members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization to make known any knowledge of ethical misconduct or conflict of interest.

Improper Use of Assets and Record Keeping

It is the fiduciary responsibility of all members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization to prevent the loss, damage, misuse or theft of property, records, funds or other assets belonging to the organization, including restricting the use of such assets to the business of the organization.

Accounting Records and Reports

The board of directors and volunteers serving on committees or otherwise associated with the organization are committed to follow generally accepted accounting principles, applicable laws and regulations, and an internal accounting control system which includes audited financial reports.

Gratuities, Favors, or Entertainment

Any member of the RCT&HS Board of Directors or volunteer, when acting on behalf of or conducting business on behalf of the RCT&HS, is prohibited from soliciting and/or receiving gratuities, favors, entertainment, or anything of significant monetary value for themselves and/or their immediate family or friends unless the following conditions are met:

- The value of the item must be less than \$25, and the value of all gifts from one business contact during a 12-month period must not exceed \$100. A gift that exceeds either value must be approved by the RCT&HS Board of Directors.
- The item is customary and does not create any appearance of impropriety.
- The item imposes no sense of obligation on the receiver.
- The item results in no special or favored treatment.
- The item could not be considered extravagant or excessive.
- The item is not concealed in any way.

If circumstances make it appropriate to accept a gift that exceeds either value threshold as stated above, the RCT&HS Board of Directors, when granting approval, must retain the following documentation:

- The identities of the giver and recipient of the gift;
- The date the Board of Directors approved the gift;
- A brief description of the gift;
- The business reason for the gift; and
- An estimated value of the gift.

This is not intended to preclude bona-fide RCT&HS fundraising activities or solicitations of goods or services for use by the RCT&HS.

The RCT&HS's assets are prohibited from use for gifts or entertainment except as expressly authorized by the RCT&HS Board of Directors.

Political Contributions

Use of organizational funds for direct or indirect political contributions is prohibited.

Acceptance of Honoraria

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization are prohibited from acceptance of honoraria, unless such funds go to the organization, with exceptions for consultant services performed by expert members unrelated to their position in the organization.

Professional Relationships

All members of the board of directors, staff, and volunteers serving on committees or otherwise associated with the organization will follow the code of ethics, and all policies adopted by the board of directors, including nondiscrimination policy, unlawful harassment policy, and other policies adopted by the board.

Adopted February 7, 2012