



## **Massachusetts Destination Imagination (MADI) Policies**

### **Ethics Policy**

We, as board and operating committee members of MADI, are dedicated to carrying out the mission of this organization. We will:

- Recognize that the chief function of MADI at all times is to serve the best interest of our constituency.
- Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- Keep the community informed about issues affecting it.
- Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all we do in order to inspire confidence and trust in our activities.

### **Antidiscrimination Policy**

MADI prohibits discrimination against associates based on any legally protected classification such as race, color, national origin, gender, sexual orientation, pregnancy, maternity or family status, age, religion or creed, marital status, veteran status or disability. Similarly MADI prohibits its associates from discriminating in provision of services against anyone based on any legally protected classification.

These policies and provisions contained here apply to every aspect of MADI's programs, practices and activities.

Specifically, no person within MADI will intentionally commit any of the following acts for reasons prohibited by this policy:

- Discriminate in the recruitment, training, compensation, promotion, transfer, termination, or any other terms or conditions.
- Make any comments or display or distribute any materials that constitute unlawful harassment based on an individual's membership in a legally protected class.
- Deny a person any service, other program benefits, or financial aid based on the individual's legally protected classification.

Any MADI associate who has become aware of violations of this provision has the affirmative obligation to report the conduct to the Affiliate Director, or if the Affiliate Director is engaged in the conduct, to a member of the MADI Board of Directors.



## **Diversity Policy**

MADI recognizes the benefit to the Destination Imagination experience of encouraging a diverse group of student participants and adult volunteers. We recognize that each participant and volunteer brings their own unique capabilities and value such diversity at all levels of the organization.

We strive to foster a supportive and inclusive environment in which all individuals realize their maximum potential. We believe that the wide array of perspectives that results from such diversity promotes innovation and success. Diversity makes us more creative, flexible and relevant to the communities we serve. Our human capital is our most valuable asset. We will treat others with dignity and exhibit conduct that respects diversity and inclusion at all program activities.

## **Conflict of Interest Policy**

Whenever a director or officer, or board member immediate family member has a financial or personal interest in any matter coming before the board of directors, or as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the organization or with any entity of which the organization is an affiliate, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Board and operating committee members shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

Although it is not a conflict of interest to reimburse Board Members for expenses incurred (such as the purchase of supplies), Board Members are prohibited by law from being paid for serving on the Board. Operating committee members may be paid a stipend as outlined in the organization by-laws.

## **Whistleblower Policy**

### **General**

Massachusetts Destination Imagination Code of Ethics requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all directors and officers to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy.

### **No Retaliation**

No director or officer who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Any board member or officer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of service. This Whistleblower Policy is intended to encourage and enable board members, volunteers and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

### **Reporting Violations**

The Code addresses the Organization's open door policy and suggests that board members and volunteers share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, the Affiliate Director is in the best position to address an area of concern. However, if you are not comfortable speaking with the Affiliate Director or you are not satisfied with the Affiliate Director's response, you are encouraged to speak with another Board officer.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

### **Handling of Reported Violations**

The Affiliate Director or Board member to whom the complaint was made will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **Document Destruction Policy**

The Sarbanes-Oxley Act which was signed into law on July 30, 2002, was designed to add new governance standards for the corporate sector to rebuild public trust in publicly held companies. While the majority of this act deals directly with for profit corporations, two standards in the act, document destruction and whistle-blower protection, cover non-profit corporations.

The Massachusetts Destination Imagination (MADI) acknowledges its responsibility to preserve information relating to litigation, audits and investigations. The Sarbanes- Oxley Act of July 30, 2002, makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of volunteers/employees to follow this policy can result in possible civil and criminal sanctions against MADI and its volunteers/employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Chairman of the Board of Directors (State Director) of a potential or actual litigation, external audit, investigation or similar proceeding involving MADI that may have an impact as well on the approved records retention schedule.

MADI will adhere to the minimum documentation retention requirements as listed below.

<b>Type of Document</b>	<b>Minimum Requirement</b>
General Ledger	Permanently
Accounts payable ledgers and schedules	7 years
Accounts receivable ledger	7 years
Audit reports	Permanently
Bank Reconciliations	2 years Bank
Statements	3 years Checks
(for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years Deeds,
mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years Expense
Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years Invoices
(to customers, from vendors)	7 years Minute
books, bylaws and charter	Permanently
Patents and related Papers	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently
Equipment records	5 years (after disposition)
Withholding tax statements	7 years
Safety Policy documents	7 years
CORI check results	7 years