



Management, Faculty and Staff

Code of Ethics and Conduct

Purpose

The principles set forth in the Code of Ethics and Conduct are intended to establish the highest possible level of ethics and business conduct for members of the management, faculty and staff of the Music Institute of Chicago.

Mission – The Music Institute of Chicago

"We believe that enjoying and understanding music and developing the skills to create and perform music enhance the quality of life and nourish the human spirit."

The mission of the Music Institute of Chicago is to provide the foundation for a lifelong engagement with music by:

- Providing the highest quality music education for all ages and levels of ability.
- Reaching individuals with music education where opportunities are limited.
- Supporting growth of therapy through music and the arts as a community service for individuals with special needs.
- Supporting lifelong musical learning in every community.
- Building upon a proud tradition of developing the exceptional performer.

I. Introduction

This Code of Ethics and Conduct is meant to be a living document that best reflects the culture and values of the Music Institute of Chicago. It describes standards of conduct and integrity that are consistent with the mission and ethical values embraced by the organization's mission statement.

The Code of Ethics and Conduct is intended to guide management, faculty and staff members in identifying and resolving issues of ethical conduct that may arise in the course of their various transactions and relationships with each other and the wider community. This code supplements, but does not supersede the rights and obligations of management, faculty and staff under the law. There are several formal policies and procedures in place that are referred to in this document that may be found in the Music Institute of Chicago – Staff and Faculty Handbooks. All members of management, faculty and staff should be familiar with these.

A management, faculty or staff member confronted with an ethical dilemma may seek out a number of institutional resources for assistance in its resolution. The first person to contact will usually be the immediate supervisor or department chair/director. If for any reason that is unsuitable, they may seek advice from any of the following:

- Human Resources Department
- Office of the Dean
- The President's Office
- Chair, Board Affairs Committee of the Board of Trustees

It is not the purpose of this Code of Ethics and Conduct to address every situation, but merely to make each management, faculty and staff member aware of the general scope and application of business ethics in a private educational institution. The basic policies and guidelines set forth in this Code of Ethics and Conduct policy may result in differences of opinion as to what actions are and are not ethical in particular situations. Each management, faculty or staff member can and should make basic ethical decisions himself or herself, and can and should consult with his or her manager or department head on difficult or questionable decisions. Each management, faculty or staff member should feel free to contact the Human Resources Department directly to discuss any situation about which there could be differences of opinion or legitimate exceptions to the guidelines contained herein.

II. Compliance with the Law

Music Institute of Chicago management, faculty and staff members shall comply in good faith with all lawful requirements that are applicable to the Music Institute of Chicago. Any uncertainty about the application or interpretation of legal requirements should be referred to the employee's manager or the Human Resources Department.

III. Use of Organizational Resources and Assets

It is expected that management, faculty and staff members will be efficient and economical in their use of institutional resources and not permit the abuse of these resources by others. Management, faculty and staff members are reminded that institutional property is to be used for the business of the Music Institute of Chicago, though limited, reasonable, private use is acceptable at the discretion of the employee's manager.

IV. Consulting

The Music Institute of Chicago allows management, faculty and staff members to consult as part of professional development and enhancement of the institution's reputation so long as they enhance their professional development and/or the reputation of the institution and do not interfere with the performance of their responsibilities.. Faculty and staff should refer to the Staff and Faculty Handbooks for specific policies and guidelines. Management, faculty and staff members should obtain the approval of their immediate supervisor before beginning any consulting activities.

V. Equal Employment and Harassment

To provide its students and families the highest level of services, the Music Institute of Chicago is committed to fostering a workplace environment that attracts and retains the highest caliber faculty and staff. The organization is committed to providing equal employment opportunities to all persons in accordance with the range of laws that govern fair employment practices and nondiscrimination. In addition, the Music Institute of Chicago is committed to providing a workplace free of sexual or other harassment. The organization strongly disapproves and will not tolerate such harassment of employees by managers, supervisors or co-workers and will also attempt to protect employees from such harassment by non-employees in the workplace (also see the “Music Institute of Chicago Policies and Procedures Manual”), nor will it tolerate harassment of its students or families by members of the management, faculty, staff or other non-employees.

VI. Confidential Information

Management, faculty and staff members are required to respect individuals’ rights to privacy and to treat as confidential all information supplied to them on that basis. The Music Institute of Chicago prohibits disclosure and discussion of confidential information obtained from official records, either during or after employment with the organization (unless an employee is authorized to do so). Such information includes:

- personal and official information about students, including academic records.
- financial information about students.
- personal and financial information about past, current and prospective donors, as well as information about specific gifts and donations from alumni and other friends.
- information regarding the Music Institute of Chicago’s business transactions.
- personnel records of Music Institute of Chicago employees, except as may be required by law.

VII. Conflict of Interest

A conflict of interest exists when a management, faculty or staff member, or a member of their family is in the position to benefit personally, directly or indirectly, from his or her dealings with an organization or person conducting business with the Music Institute of Chicago. Confidence in the Music Institute of Chicago and its employees is put at risk when the conduct of an individual involves, or appears to involve, a conflict between his or her private interests and those of the institution. Management, faculty and staff members have an obligation to avoid all situations in which their personal interests conflict or could be construed as being in conflict, with those of the Music Institute of Chicago. Such avoidance includes placing oneself in a situation that may compromise the management, faculty or staff member’s objective professional judgment (e.g. having a family member in a class, in a reporting relationship, or in a business relationship with the organization).

All members of senior management and certain department directors are required to fulfill an annual requirement of completing and executing the “Conflict of Interest Disclosure,” which will describe any potential conflicts of interest.

VIII. The Use of Technology

The Music Institute of Chicago provides management, faculty and staff members with access to a variety of technologies, including personal computers and printers, network infrastructure, the Internet, e-mail

and voice mail for use in the ordinary performance of their duties. Every fulltime and part time employee who logs in to the Music Institute of Chicago's network is required to use the highest level of discretion and professional behavior.

In general, technology should be used for organization-related business including confidential donor records and files, financial information, general administration, marketing and communications, teaching, research, and communication with colleagues. The Music Institute of Chicago recognizes and supports the occasional use of technology resources for personal purposes, providing it does not disrupt the system, and expects all employees to respect the priority of business over incidental use. An individual may only use accounts, files, software, and computer resources authorized under his/her password and must take all reasonable precautions (e.g. prevent unauthorized access to accounts or data by others) both within and outside the Music Institute of Chicago community. Employees must not make unauthorized copies of copyrighted software or data.

Use of computers, electronic mail, the network or the Internet for inappropriate or illegal purposes such as commercial sales, practical jokes, the intentional breaking of security, the sending of abusive or offensive material and chain letters are expressly prohibited.

IX. Gifts, Entertainment, Travel

Management, faculty and staff members shall not furnish expensive gifts or provide excessive entertainment or benefits to people on behalf of the Music Institute of Chicago. Those employees whose duties require it may furnish reasonable gifts and entertainment (defined as less than \$100 in value) if such gifts are not cash, if they may not be interpreted as a bribe, are made in accordance with accepted business practice and do not contravene any law.

Management, faculty and staff members shall not accept or solicit any gifts or benefits for themselves that might be interpreted as an attempt to compromise or influence them in carrying out their duties. Gifts of reasonable value (less than \$100 in value), such as those generally used for promotional purposes by the donor, or modest entertainment or acts of hospitality, may be accepted.

X. Intellectual Property

The Music Institute of Chicago respects the ownership of intellectual material governed by copyright laws. Management, faculty and staff members are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, music and other printed and electronic material.

All research, consulting and composition activities conducted under the auspices of the Music Institute of Chicago that may result in copyrights or patents are owned by the organization.

Use of the Music Institute of Chicago's letterhead is restricted to official organizational business.

XI. Political Activity and Dealings with Public Officials

Management, faculty and staff members shall not use the organization's funds or other resources and assets as contributions to political parties, candidates or campaigns. All dealings with public officials

should be conducted in a manner that does not compromise the integrity and reputation of the official, the employee or the Music Institute of Chicago.

XIII. Violations

Code of Ethics and Conduct Procedures for Alleged Violations

The following process applies for all alleged violations to the Code of Ethics and Conduct policies.

At any stage of the process, a management, faculty or staff member may be represented by legal counsel at their own expense.

I. First Notice

The administration and/or Chair of the Board Affairs Committee of the Board of Trustees shall notify management, faculty or staff members who may be involved in an infraction of the Code of Ethics and Conduct policy, in writing, when a violation of the Code of Ethics and Conduct is alleged. The notification shall include the specific section of the code in contention. The management, faculty or staff member has ten days thereafter to respond to the allegation and to state his or her intent to stop the violation. The notice will spell out what steps will occur as a consequence of the alleged violation and what remedies the employee has for a defense.

II. Second Notice

In the event the alleged violation continues and/or the management, faculty or staff member fails to respond in writing within ten days, the administration shall give a second notice of the alleged violation and outline the adjudication process that will be followed.

III. Administrative Hearing

The management, faculty or staff member found to have violated the Code of Ethics and Conduct shall have the right to a review of the findings and process within 15 days of the adjudication, unless extended by mutual consent. During this time, no formal action may be taken by the administration regarding the alleged violation of the Code of Ethics and Conduct.

IV. Appeal of Administrative Ruling

The management, faculty or staff member accused and found to have violated the Code of Ethics and Conduct may be represented by legal counsel at their own expense at this hearing. If the review finds no violation of procedure or process, then the administration may take whatever action it deems appropriate from a formal reprimand up to termination.