

March 23, 2020

TO: ArtStream Board of Directors
FROM: Heller An Shapiro, Executive Director
RE: Code of Ethics and Accountability Proposal

BACKGROUND:

The Teaching Artist Statement of Values was expanded into a Code of Ethics and Accountability for the Board and staff.

During the March 11, 2019 Board meeting, members reviewed sample codes of ethics from BoardSource. These were used to draft the Teaching Artist Code of Conduct.

The Teaching Artists reviewed the Code of Conduct drafted by the Board and revised it into a Statement of Values during the Teaching Artist Town Hall meetings (December 13, 2019 and February 21, 2020), a Task Force meeting held February 10, 2020, and through Task Force communication via email.

PROPOSALS:

1. Review and approve the Teaching Artist Statement of Values
2. Review and revise the proposed Board and Staff Code of Ethics and Accountability.

RATIONALE:

The Statement of Values and the Code of Ethics and Accountability meet the guidelines described by BoardSource and the MD Standards for Excellence.

The Statement of Values coordinates with the Teaching Artist contract and ArtStream Bylaws.

The Code of Ethics and Accountability coordinates with the Teaching Artist Statement of Values, the Conflict of Interest Policy, and ArtStream Bylaws.



Code of Ethics and Accountability

ArtStream's Mission: Through collaborative performance and lifelong learning opportunities, people with intellectual and developmental disabilities gain the skills and confidence to engage with the world.

ArtStream's Philosophy: We believe that when people make their own choices and are engaged, stimulated, challenged and inspired, they surpass both their own and others' expectations.

ArtStream's Vision: To build an inclusive world where everyone can perform their art out.

Vital to this mission, philosophy and vision is ArtStream's manner of doing business in an open, responsible, and accountable way. The members of ArtStream's Board of Directors and its staff each shares the belief that ArtStream benefits from working with the ArtStream community through an open dialog, as well as through constructive monitoring and appropriate expansion and correction of policies and procedures whenever warranted. The Board and staff members of ArtStream recognize their important responsibilities, including, but not limited to, the following:

- Open communication on all ArtStream activities
- Exemplary individual accountability and professionalism
- A willingness and openness toward improving the ways in which activities are conducted
- Adherence to governance guidelines promulgated through both the BBB-Wise Giving Alliance Standards for Charitable Accountability, BoardSource, and the Maryland Nonprofits Standards for Excellence

The mission and activities of ArtStream should be transparent and as easily understood as possible by all those involved in ArtStream programs. The very few exceptions to this relate to ArtStreamers' medical or personal information, information that donors wish to keep confidential, and contractor or employee medical or personal information, (and individual salaries or performance reviews – which are instead vetted by the independent, volunteer Board of Directors).

Concerns about any aspect of ArtStream's accountability, performance or policy consistency may be directly addressed to either the Chair of the Board, individual Board Members or the Executive Director of ArtStream. Members of the Board and Staff are committed to responding to concerns expressed by any community member and taking action and communicating that action back to the ArtStream community, whenever required.

Approved _____(revised as of 3/18/20)_____

General Expectations

1. Board and Staff Members shall act in the best interests of ArtStream and the ArtStream community (ArtStreamers, families, caregivers, Teaching Artists, volunteers, partner organizations, donors, Board of Directors and staff) in performing their duties.
2. Board and Staff Members shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for everyone in the ArtStream community.
3. Board and Staff Members shall know, understand, and support ArtStream's mission, vision, core values, purpose and goals and be familiar with and follow ArtStream policies, procedures, and guidelines.
4. Board and Staff Members shall not discriminate against any person on the basis of age, sex, race, color, national origin, sexual orientation, gender identity including transgender status, disability, or political or religious opinion or affiliation when carrying out their ArtStream responsibilities and engaging in ArtStream activities.
5. Board and Staff Members shall at all times follow all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the workplace while acting on behalf of the ArtStream community.
6. Board and Staff Members shall take all reasonable steps to protect their own and others' health and safety, and to notify ArtStream management of any risks to their own or others' health and safety that come to their attention.
7. Only information deemed public knowledge may be shared or discussed outside ArtStream, unless specifically authorized to do so by the Executive Director and/or the Chair of the Board. Except as part of their official duties, Board and Staff Members shall not share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of ArtStream, and Board and Staff Members will uphold the strictest confidentiality regarding any information discussed at meetings or any other deliberations and communications. Questions regarding the confidential nature of ArtStream information or documents shall be directed to the Executive Director or Chair of the Board.
8. Unless authorized by the Executive Director and/or the Chair of the Board, Board and Staff Members may not speak on behalf of ArtStream or the Board to external parties, including but not limited to the media. This is not intended to limit Board and Staff Members from speaking on their own behalf.
10. All communications to the ArtStream community, regardless of the medium, reflect on ArtStream. E-mail or other communications shall follow the same professional standards as verbal communication.

Conflict of Interest

12. Board and Staff Members are expected to act in the best interest of the ArtStream community and not for personal or third-party gain or financial enrichment, in compliance with the Conflict of Interest Policy.

Approved _____(revised as of 3/18/20)_____



Teaching Artist Statement of Values

ArtStream's Mission: Through collaborative performance and lifelong learning opportunities, people with intellectual and developmental disabilities gain the skills and confidence to engage with the world.

ArtStream's Philosophy: We believe that when people make their own choices and are engaged, stimulated, challenged and inspired, they surpass both their own and others' expectations.

ArtStream's Vision: To build an inclusive world where everyone can perform their art out.

This document reflects ArtStream's values: passion for mission and vision; integrity; accountability and trust; treatment of people with respect and dignity; diversity; neutrality; and social responsibility.

General Expectations

1. Teaching Artists shall make decisions in the best interests of the ArtStream community (ArtStreamers, families, caregivers, Teaching Artists, partner organizations, donors, Board of Directors and staff).
2. Teaching Artists shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for everyone in the ArtStream community.
3. Teaching Artists shall know, understand, and support ArtStream's mission, vision, core values, purpose and goals and become familiar with and follow ArtStream Teaching Artist policies, procedures, and guidelines.
4. Teaching Artists shall not discriminate against any person on the basis of age, sex, race, color, national origin, sexual orientation, gender identity including transgender status, disability, political or religious opinion or affiliation, or other characteristics protected by law when representing ArtStream.
5. Teaching Artists shall at all times follow all applicable laws and regulations of the relevant government authorities, including all laws and provisions that govern appropriate conduct in the workplace while acting on behalf of the ArtStream community.
6. Teaching Artists shall take all reasonable steps to protect their own and others' health and safety, and to notify ArtStream staff of any risks to their own or others' health and safety that come to their attention.
7. Only information deemed public knowledge may be shared or discussed outside ArtStream, unless specifically authorized to do so by the Executive Director and/or the Chair of the Board.

Approved _____(revised as of 2/28/20)_____

No Teaching Artist shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of ArtStream and each Teaching Artist will uphold the strict confidentiality regarding any information discussed at meetings or any other deliberations and communications. Questions regarding the confidential nature of ArtStream information or documents shall be directed to the Executive Director or Board Chair.

8. By mutual agreement, Teaching Artists may speak on behalf of ArtStream or the Board to external parties, including but not limited to the media. This is not intended to limit Teaching Artists from speaking on their own behalf.

9. All contractual agreements are the responsibility of the ArtStream office. Teaching Artists will not make such commitments on behalf of ArtStream, except in accordance with established ArtStream policies.

10. All communications to the ArtStream community, regardless of the medium, reflect on ArtStream. E-mail or other communications shall follow the same professional standards as verbal communication.

Conflict of Interest

12. Teaching Artists are expected to act in the best interest of the ArtStream community and not for personal or third-party gain or financial enrichment.

13. Teaching Artists will not accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor or to any person identified by the donor with respect to matters pertaining to the ArtStream community.