

CODE OF CONDUCT

of the

MICHIGAN DRIVER AND TRAFFIC SAFETY EDUCATION ASSOCIATION

December 2015

I. INTRODUCTION

The Michigan Driver and Traffic Safety Education Association (MDTSEA) is a non-profit organization committed to honest and ethical conduct at all levels of interaction within the organization and with the public (its “Activities”). The purpose of the MDTSEA is:

- a. To promote and encourage the teaching of driver and traffic safety education to school youth of the state of Michigan.
- b. To study, evaluate and attempt to solve the problems that are associated with the teaching of driver and traffic safety education.
- c. To cooperate with agencies in the interest of teaching driver and traffic safety education to students in the state of Michigan.
- d. To improve and upgrade requirements for driver and traffic safety education programs.

This Code of Conduct represents the minimum standards of conduct acceptable to the MDTSEA by those individuals who are affiliated with it in any way, including but not limited to members, employees, volunteers, Executive Board Members, and the like (its “Representatives”). Such minimum standards are necessary for the MDTSEA to fulfill its purpose, and all individuals representing the MDTSEA and the MDTSEA sponsored programs and activities shall follow the code of conduct in addition to complying with sound business practice, acceptable ethics, and applicable law.

II. PROFESSIONAL DEMEANOR

1. In all Activities, Representatives shall conduct themselves in a professional manner.
2. In all Activities, Representatives shall dress professionally.
3. In all Activities, Representatives shall interact with all people fairly and in a sensitive and professional manner regardless of a person’s race, national origin, religion, gender, sexual orientation, or other personal characteristic. Examples of unacceptable discriminatory interaction include use of certain slang or other derogatory comments or comments that may be perceived as a slander to persons on the basis of any particular characteristic. In furtherance of a Representative’s professional demeanor, a Representative shall:
 - a. Respect all participants and their various backgrounds, abilities and knowledge and view diversity as a strength and catalyst to the exchange of various knowledge and skills.
 - b. Refrain from making derogatory comments against any individual, group, entity, company, competitor, or the like.

- c. Refrain from promoting personal opinion on laws; statutes; polices of the ADTSEA, the MDTSEA or other Agencies; and the like.
- d. Ensure that knowledge shared is based on fact and experience and with a view to promoting an open learning environment in the teaching of classes. If unsure of the facts regarding the issues, will not state opinion without further research.
- e. Address issues and problems with fair-minded, independent action and thought rather than retaliation, punishment, or other unprofessional action.
- f. Put personal feelings aside when working with participants and remains open-minded and objective.
- g. Clearly express him/her self, effectively and in an organized manner with civility and decorum, whether to the public, other Members of the Association, or the Executive Board.
- h. Promote or discuss alternative opinions from the participants and investigates accordingly without criticism of participants.
- i. Effectively demonstrate a positive attitude towards all participants, and exhibit willingness to help all participants learn. Demonstrate respect, empathy, patience, sensitivity and understanding towards all participants.
- j. Address all conflicts or misunderstandings in a classroom/seminar immediately, with an open mind and willingness to adjust to the situation as appropriate.
- k. Be willing to admit mistakes and correct actions and behaviors accordingly.

III. BUSINESS ACTIVITIES

Representatives shall act with loyalty, diligence, and due care toward the MDTSEA. In furtherance of these duties, Representatives shall:

- a. Refrain from all illegal or potentially illegal actions, including but not limited to (i) forgery, falsification or alteration of checks, receipts or other business documents; (ii) misuse or misappropriation of funds or other assets; (iii) unlicensed copying or use of software.
- b. Refrain from misrepresentation with respect to the MDTSEA business activities or financial information;
- c. Treat as confidential all information, data, documents, and the like that is legally protected or that could reasonably be considered confidential, or the disclosure of which could tend to damage the MDTSEA.
- d. Treat the assets, including physical assets as well as reputation and goodwill in a sensitive and loyal manner, and refrain from converting any such asset to personal use.

e. Refrain from offering, making, soliciting or receiving any payment or other thing of value with the understanding or intention that such payment is to be used for unlawful or improper purpose, including bribe, kickback or other payment, direct or indirect, in cash or in kind, or otherwise accepting loans, gifts, favors, or other incentives from an organization or company doing business, or seeking to do business, with the MDTSEA, or as an inducement for causing the MDTSEA to contract with, not contract with, advocate for or against, anything or anyone.

f. Refrain from misappropriating any business opportunity, account, right, or benefit of the MDTSEA, or any other conflict of interest with the MDTSEA unless the same is duly approved by the Executive Board. Examples of conflicts of interest include, but are not limited to (i) having financial or other beneficial interest in a company or organization with which the MDTSEA has contracted, if the Representative had any control of the granting of such contract; (ii) directing the MDTSEA contracts or other benefits to self, friends, or relatives on the basis of relationship; or (iii) using the MDTSEA letterhead or affiliation to gain personal advantage.

g. Handle money and financial transactions, reimbursements, and the like, according to good business practice.

h. Each board member must take responsibility for his/her role as a board member. The duties include, but are not limited to: attending and participating in board meetings, attending and participating in committee meetings, and completing MDTSEA assignments outside of meetings in a timely manner when necessary. Failure to do so may be considered dereliction of duties, which could result in the board member being asked to leave the board.

i. Bring to the attention of the appropriate person, or the Executive Board any perceived or suspected violation of this Code of Conduct.

IV. ENFORCEMENT

1. Each Representative shall receive a copy of this Code of Conduct the Addendum attached hereto, and shall signify agreement to abide by it by signing the Addendum.

2. Should any individual wish to report suspected violations of this Code of Conduct, such communication shall be done confidentially, in writing, by a first-hand observer within a timely fashion of the incident, to the President and Educational Review Committee, who shall then conduct an investigation and resolve the charge or issue a final report and a recommendation for resolution to the Executive Board.

3. The Educational Review Committee shall in its evaluation of the alleged "Code" violation, use the following guidelines, as set forth below:

a. A verbal and/or written warning to the offender shall be the first action taken by the Educational Review Committee, after consultation with the direct supervisor, if any, of the offender. The Educational Review Committee has the authority to take other actions in consultation with the Executive Board such as (i) demanding that the offender write a letter of apology to the injured party(ies) on pain of further censure, (ii) demanding that the offender repair or pay restitution for property damage, (iii) suspend a Representative other than an

Officer, employee, or Executive Board Member from participation in any or all of the MDTSEA activities for a period of time, or (iv) permanently exclude a Representative.

b. In cases of imminent or material harm to the MDTSEA or its assets, including goodwill and reputation, the Educational Review Committee shall, with the advice and consent of the Executive Board, take whatever action is necessary to disassociate the MDTSEA from the offender.

c. Upon a second incident by the same offender, or any incident of dishonesty or misappropriation, the Educational Review Committee shall forward a recommendation to the Executive Board for formal action.

d. Nothing herein shall limit the right, or any duty that may exist at law, of the Executive Board to report to civil authorities, as appropriate, any good faith belief that an offender, in addition to violating the Code of Conduct, has violated the law and damage to the MDTSEA or any person is imminent.

e. Enforcement of the Code of Conduct and investigation into alleged violations shall be kept as confidential as possible and shall be prosecuted with impartiality.

f. Unless the Educational Review Committee has been given additional powers by the Executive Board, said committee has the power and authority to enforce the guidelines as outlined. These enforcement guidelines are not intended to apply to employees of the MDTSEA in any way that is in violation of applicable law and shall be subordinate to the authority of the Officers, the Executive Board, or the employees of the MDTSEA relative to any hiring, firing, or disciplinary chain of command that may exist outside of this Code of Conduct.

g. A complete record of each incident and the actions taken by the Educational Review Committee shall be kept by the President, and shall be forwarded to the Executive Board if the Executive Board has been involved in the resolution of an incident or if their involvement will be required in resolving an incident.

ADDENDUM TO CODE OF CONDUCT

The goal of the MDTSEA Code of Conduct is to make involvement in the Association a positive, satisfying, and safe experience. By signing below, you agree to be bound by the Code of Conduct and to submit to the authority of the Association in its good faith enforcement of the Code of Conduct.

Individuals witnessing a code violation should first attempt to communicate directly with the alleged violator(s) at the time and place of the incident. If this effort does not satisfactorily resolve the issues and concerns raised, the complainant(s) should submit a description of the incident as set forth in the Code of Conduct. The Association cannot effectively act on hearsay, anonymous, vague or untimely complaints about the conduct of others.

An effective report must identify the section of the Code that was violated and provide specific details about the alleged violator's actions. The complainant(s) must sign the report.

Signature: _____

Name: _____

Date: _____