

ETHICS CODE FOR THE CHICAGO BOTANIC GARDEN

As a museum devoted to public service, the Chicago Botanic Garden fully endorses the American Alliance of Museums 2000 updated code of ethics. Yet the nature of the Garden's collection, community which it serves, and its individual circumstances require that it also subscribe to a code of ethics tailored to its own particular needs. The following code has been developed to meet the specific requirements of the Chicago Botanic Garden as it exists now and has deliberately been made broad enough to permit interpretation and evolution as the structure of the Garden changes over time.

I. Governance

As the governing body of the Chicago Botanic Garden, the Board of Directors of the Chicago Horticultural Society provides strategic direction and approves Garden policies and procedures and monitors the implementation of those policies, while delegating to the Garden's President and CEO the management of the day-to-day operations of the Garden. The Board oversees expenditures and plans for the future. It has an obligation to protect and nurture the various institutional assets. The Board, in most cases, is the ultimate legal entity for the Garden and is responsible for the formulation and maintenance of its general policies, standards, condition, and operational continuity. The Chicago Botanic Garden is owned by the Forest Preserve District of Cook County, which has established a long-term contractual relationship with the Chicago Horticultural Society to operate the Garden for the public interest.

The Garden is one of the premier institutions in the region and one of a select number of botanic gardens in the world that is considered a leader across all programmatic areas. Directorship of the Garden thus offers a sense of pride and demands a commitment to the Garden's future. Because the Board serves the public interest as it relates to the Garden, it is accountable to the public as well as to the institution. In its efforts to be responsive to the society whose interests it serves, the Board seeks a membership that includes adequate representation from the increasingly diverse metropolitan population, its corporate sector, and government and philanthropic entities.

A. General Responsibilities/Conflict of Interest

Directors must be loyal to the purposes of, and demonstrate an interest in and commitment to, the Garden. Each Director must understand and respect the basic documents that provide for the Society's and the Garden's establishment, character and governance.

Directors have a responsibility to carry out their duties in an honest and professional manner and within the scope of their authority as set forth in the General Not-for Profit Act of the State of Illinois and in the Articles of Incorporation and the By-Laws of the Chicago Horticultural Society. Therefore, Directors will:

- Comply with all applicable laws, rules, and regulations;
- Act in a manner to enhance the reputation of the Garden;

- Disclose as a matter of record potential conflicts of interest that they, or a member of their immediate family (as hereinafter defined), may have regarding any matters that may come before the Board, and abstain from discussion of and voting on any matter in which the Director or a member or his/her family has or may have a conflict of interest;
- Respect the confidentiality of information relating to the affairs of the Garden acquired in the course of their service as Directors, except when authorized or legally required to disclose such information;
- Not use confidential information acquired in the course of their service as Directors for their personal advantage;
- Use Garden property only for official purposes and make no personal use of the Garden's collections, property or services in a manner that is not available to a comparable member of the general public, and
- Annually complete and sign a Conflict of Interest Statement. Annual Conflict of Interest Statements will be reviewed by the Garden's Audit Committee.

A critical responsibility of the Board of Directors derives from its relationship with the President, the institution's Chief Executive Officer. The Board of Directors is responsible for selection and oversight of the president to assure that the activities of the Garden are carried out in an exemplary manner to benefit the public. Direction to the president is given by the Board through channels established by it and not through the independent actions of individual Directors.

Directors shall not attempt to act in their individual capacities. All actions shall be taken as a board, committee or subcommittee, or otherwise conform to the bylaws or applicable resolutions. A Director must work for the institution as a whole, and not act solely as an advocate for particular activities of subunits of the Garden.

Members of the Garden's Investment Committee shall not participate in any way in the deliberations of the Committee with respect to any investment vehicle (other than publicly-traded funds and securities) in which the member or any person in his/her immediate family has any interest, direct or indirect. The term "immediate family" shall include a member's spouse, life partner, parent, children and grandchildren, including step and in-law relationships.

The Forest Preserve District of Cook County, the owner of the Chicago Botanic Garden, and the Chicago Horticultural Society, the operating agency, together hold the ultimate fiduciary responsibility for the Garden and for the protection, nurturing and enhancement of the Garden's collections and programs, and its physical, human and financial resources. They shall ensure that these resources support the Garden's mission and are properly and effectively used for public purposes. The governing boards shall provide adequate financial protection for all Garden officials including themselves, staff and volunteers.

Staff members, other than the president, shall not serve as directors since directors create and vote on policy affecting staff members as a whole.

II. The Collections

Central to any museum are its collections. The Chicago Botanic Garden has entrusted to it four separate collections: the living plant collection, the herbarium collection, the library collection, and the fine arts collection. Chief among them is the living plant collection, which the other collections reinforce and reflect. The institution ensures that all collections in its custody support its mission and public trust responsibilities. Its obligation to these collections is paramount and careful attention is given to their protection, security, care, preservation and presentation.

A. Management

The physical care and accessibility of the collections of the Chicago Botanic Garden are in keeping with professionally accepted standards. It is the responsibility of the Garden to be in control of its collections, provide the highest level of maintenance, and know the location and condition of all objects contained within them. To this end, the Chicago Botanic Garden will:

- Maintain precise records on all collections according to the highest museum standards;
- Train all staff and volunteers to work appropriately with the objects in the collections;
- Manage the collections according to written management policies that outline the highest standards of care and which will be reviewed at appropriate intervals;
- Maintain consistent vigilance in regard to the conservation of the collections; and
- Take special care to guarantee that its work with rare and endangered plants has only a positive effect on those populations, and that all research has public benefit.

B. Acquisition and Deaccession

The acquisition and deaccession of living and non-living collection materials is carried out according to procedures outlined in the four collection policies and management plans. In making its decisions, the Garden weighs carefully the interest of the public for which it holds the collections in trust, donor intent (in relevant cases) and the interests of the scholarly community. In regards to the replaceable living collection, aesthetic interests are carefully considered. The Garden strives to achieve a balance between the effort to provide a rich aesthetic experience for the visitor and the effort to preserve rare and endangered species. Decisions to acquire or remove living collection materials are made by administrative staff and professionally trained staff representing both conservation and horticultural expertise. Appropriate staff expertise informs decisions related to the non-living collections.

The Garden is committed to acquiring plants and objects whose authenticity and provenance have been established. Best efforts are made to verify all living plants and objects that enter the collection.

International plant collecting is carried out with regard to botanical impact and according to international protocols and the legal restrictions of both the United States

and the country from which the material is collected. The Garden recognizes a responsibility to compensate (either monetarily or in-kind) nations from which it has collected plants that provide benefits to the Chicago Botanic Garden. Plant collecting within the United States is carried out in accordance with state and federal laws, and with regard to botanical impact.

The disposal of collection materials is solely for the advancement of the Garden's mission and the enhancement of its collections.

C. Public Access to the Collections

The public will have access to the collections on a nondiscriminatory basis except as permitted by law in those instances when public access may endanger the collections and their conservation, and/or when research or other scholarly pursuits demand that items within the collections be removed from public access for a limited period of time.

D. Quality of Scholarship

The Garden demands intellectual honesty and objectivity in the presentation of objects. In no case shall private or commercial interests achieve more importance than public interest. Garden collections will be maintained and presented in a fashion that reflects the best current scholarship.

III. Programs

The Garden also serves society by advancing an understanding and appreciation of the natural world through exhibitions, research, scholarship, publications and educational activities. These programs further the Garden's mission and are responsive to the concerns, interests and needs of society.

The Garden ensures that:

- Programs support its mission and public trust responsibilities;
- Programs are founded on scholarship and marked by intellectual integrity;
- Programs are accessible and encourage participation of the widest possible audience consistent with its mission and resources;
- Programs respect pluralistic values, traditions and concerns;
- Revenue-producing activities and activities that involve relationships with external entities are compatible with the museum's mission and support its public trust responsibilities; and
- Programs promote the public good rather than individual gain.

IV. Staff and Volunteers

Employment by the Chicago Botanic Garden is a public trust. Employees must, therefore, refrain from any private or public activity that might be in conflict with, or appear to be in

conflict with, the mission and interests of the Chicago Botanic Garden. Every staff member is entitled to personal and professional independence consistent with professional and staff responsibilities. However, because, in the public mind, museum employees are never wholly separate from their institution, in all activities Garden employees must act with integrity, in accordance with rigorous ethical principles, as well as with the highest standards of objectivity. Employees are expected to comply with the Ethics Code and all applicable government laws, rules and regulations.

A. Public Trust and Personal Gain

The name and reputation of the Garden are valuable assets and should not be exploited for personal advantage.

Employees and volunteers shall not use or disclose information obtained as a result of their employment at the Garden, or permit others to make use of such information, to further personal interest or gain, or that of any third party.

Garden staff and volunteers shall not accept gifts, loans, or other dispensations of more than trivial value that are offered to them in connection with their employment at the Garden.

Staff members and volunteers shall not use elements of the Garden's collections, property, supplies or resources for personal gain.

Garden employees and volunteers shall not purchase or acquire excess inventory or deaccessioned objects unless such transactions are available through a disposal process that is public in nature.

B. Intellectual Property

Publications, lectures, manuscripts, videos, and all other materials prepared by an employee or volunteer within the scope of Garden employment or volunteer activities and any scholarly work by an employee or volunteer produced as a result of financial support from the Chicago Botanic Garden are the property of the Chicago Horticultural Society.

C. Outside Employment

Any employee engaged in or considering seeking supplementary employment or personal business activity that might in any way be in conflict with his/her employment must disclose such in writing to his/her immediate supervisor and the area vice president who will determine if the outside employment or proposed activity constitutes a real or apparent conflict of interest.

All employment outside the Garden that is deemed not to be a conflict of interest shall be carried out on the employee's personal time, and the employee may not make use of facilities, equipment, uniforms, or services of the Chicago Botanic Garden.

V. The Community

The Garden recognizes its ethical obligation to be a good citizen in the community and make its collections and body of knowledge available as broadly as possible.

The Garden is primarily a resource serving the metropolitan Chicago region, but its resources are also available to people and institutions worldwide who are concerned about the relationship of plants to people.

Programs shall respect the cultural diversity of the region and the pluralistic values, traditions, and concerns of its citizens.

As an institution committed to the conservation ethic, the Garden shall avoid those practices that science has concluded are unhealthy or unsafe and make every effort to use products that are not harmful to the environment in their manufacture or disposal.

The Garden shall strive to associate itself with organizations and institutions whose values or products support its mission and public trust responsibilities.

Approved by the Chicago Horticultural Society's Board of Directors: February 12, 2013