

**Optimist International Code of Ethics for
International, District and Club Officers,
Board of Directors and Employees**

ICD-126

This Code of Ethics is to promote honest, ethical and, lawful business conduct by its Employees, International, District and Club Officers, and Board of Directors. The code is neither a contract nor a comprehensive manual that covers every situation that may arise, but it sets out basic principles to guide all Personnel.

All International, District and Club Board Directors, Officers, and Staff members of Optimist International agree on the following statements:

Compliance with Laws, Rules, and Regulations

All International, District and Club Board of Directors, Officers and International Staff must respect and obey the laws of the cities, states, and countries in which Optimist International does business. Although International, District, and Club Directors, and Staff are not expected to know all the details of these laws, it is important to know enough to determine when to seek advice from Optimist leaders, supervisors, managers, or other appropriate organization representatives. Perceived pressures from other Optimists, supervisors or demands due to business or Club, District, or Optimist International conditions are not excuses for violation of the law.

Diversity

The diversity of the organization is a tremendous asset. Optimist International is firmly committed to providing equal opportunity in all aspects of employment and membership and will not tolerate any illegal discrimination or harassment of any kind.

Confidentiality

International, District and Club Officers, Board members, and employees must maintain the confidentiality of confidential information entrusted to them by Optimist International or its members, except when disclosure is authorized by the organization's management or required by laws or regulations. Confidential information includes all non-public information. The obligation to preserve confidential information continues even after the term of office or employment ends.

Record-Keeping / Public Disclosure

Optimist International requires honest and accurate recording and reporting of information in order to make responsible business decisions.

All of the organization's financial books, records and accounts must accurately reflect transactions and conform both to applicable legal requirements and to the organization's system of internal controls. No false or artificial entries may be made.

When a payment is made, it can only be used for the purpose spelled out in any supporting document. International, District, and Club Officers, Board of Directors, and staff are required to cooperate fully with internal and external auditors.

All business records and communications should be clear, truthful and accurate. Business records and communications often become public, and the organization ~~we~~ should avoid exaggeration, colorful language, derogatory remarks, guesswork, or inappropriate characterizations of people and companies that can be misunderstood. This applies equally to e-mail, internal memos, ~~and~~ formal reports, and other communications media. Records should always be retained or destroyed according to the organization's record retention policies.

Protection and Proper Use of Optimist International's Assets

All International and Club Officers, Directors, and employees should endeavor to protect Optimist International's assets from loss, damage, misuse, or theft. Any suspected incident of fraud or theft should be immediately reported for investigation. Optimist International equipment should be used for organizational business, though incidental personal use may be permitted.

(Mar 2005; Jun 2016)

Reaffirmed Dec 2012