



EMPLOYEE AND UNPAID CLASSROOM VOLUNTEER CODE OF ETHICS

Preamble

The Washington Japanese Heritage Center (Keisho Center) is a not-for-profit, tax-exempt organization formed to meet the needs of families residing in the Washington, D.C., metropolitan area who want their children to continue to learn the language and culture of Japan. Keisho Center's employee and unpaid classroom volunteers' principal membership consists of individuals engaged in promoting a natural learning environment where students develop their knowledge about current and traditional Japanese culture, Japanese history, and Japanese language skills.

The business of Keisho Center is managed under the direction of the Keisho Center Board of Directors. This code of ethics serves as a code of conduct for Keisho Center employees and unpaid classroom volunteers. Code violations may result in discipline up to and including discharge.

The principles and requirements that comprise the code and procedures are based on and are designed to ensure full compliance by Keisho Center and its officers, board of directors, employees and unpaid classroom volunteers with the fiduciary duties imposed on such individuals by state corporate law, the federal tax code's prohibition on private inurement and private benefit, and other requirements of federal tax exemption, common law due process requirements, federal and state antitrust and unfair competition law, state tort law, and other legal precepts and prohibitions including Equal Employment Opportunity and nondiscrimination laws. At the same time, the code and procedures are not designed to supplant courts of law in the resolution of disputes within the not-for-profit industry.

Moreover, the checks and balances built into the code and procedures are designed to strike the proper balance between ensuring full compliance with the legal obligations described here and ensuring the integrity and efficacy of the code on the one hand and, on the other, the protection of Keisho Center employees and unpaid classroom volunteers, through the use of reasonable due process procedures, against patently false, malicious, or groundless accusations that could result in significant business or personal harm if not properly handled. Keisho Center employees and unpaid classroom



volunteers affirm their endorsement of the code and acknowledge their commitment to uphold its principles and obligations by accepting and retaining membership in the organization.

Washington Japanese Heritage Center Employee and Unpaid Classroom Volunteer Code of Ethics

Keisho Center employees and unpaid classroom volunteers shall at all times abide by and conform to the following code of conduct in their capacity as members of the Keisho Center community:

1. Each member of Keisho Center employees and unpaid classroom volunteers will abide in all respects by the Keisho Center's Code of Ethics and all other rules and regulations of the organization. Furthermore, each member of Keisho Center employees and unpaid classroom volunteers will at all times obey all applicable federal, state, and local laws and regulations and will provide or cause to provide the full cooperation of Keisho Center when requested to do so by those institutions and their persons set in authority as are required to uphold the law.
2. Keisho Center employees and unpaid classroom volunteers will conduct the business affairs of Keisho Center in good faith and with honesty, integrity, due diligence, and reasonable competence.
3. Keisho Center employees and unpaid classroom volunteers will ensure that Keisho Center promotes working relationships with board members, staff, students, families, and volunteers that are based on mutual respect, fairness, and openness.
4. Keisho Center employees and unpaid classroom volunteers will follow the adopted Keisho Grievance Procedures to resolve disputes when more informal means of conflict resolution are impossible.
5. Keisho Center employees and unpaid classroom volunteers will abide by Keisho Center's fair and inclusive hiring policies and practices.



6. Keisho Center employees and unpaid classroom volunteers will ensure that Keisho Center is fair and inclusive in its student admissions policies and practices.
7. Keisho Center employees and unpaid classroom volunteers will receive Keisho Center's policies in writing.
8. Keisho Center employees and unpaid classroom volunteers will ensure that the resources of Keisho Center are responsibly and prudently managed and will ensure that Keisho Center effectively carries out its programs.
9. Except as otherwise required by law, no Keisho Center employee or unpaid classroom volunteer shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of Keisho Center and each Keisho Center employee or unpaid classroom volunteer will uphold the strict confidentiality of all meetings and other deliberations and communications.
10. Keisho Center employees or unpaid classroom volunteers will exercise proper authority and good judgment in their dealings with Keisho Center staff, students, families, volunteers, and the general public and will respond to the needs of Keisho Center's members in a responsible, respectful, timely, and professional manner.
11. No Keisho Center employee or unpaid classroom volunteer will misuse Keisho Center property or resources and will at all times keep Keisho Center's property secure and not allow any person not authorized to have or use such property.
12. Each Keisho Center employee and unpaid classroom volunteer will use his or her best efforts to regularly participate in professional development activities and will perform his or her assigned duties in a professional and timely manner.
13. Upon termination of service, Keisho Center employees and unpaid classroom volunteers will continue to uphold the obligations of confidentiality with respect to information acquired as a consequence of his or her employment at Keisho Center.



14. Keisho Center employees and unpaid classroom volunteers must act at all times in the best interests of Keisho Center and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, Keisho Center employees and unpaid classroom volunteers will identify the conflict and, as required, remove themselves from the conflict of interest. Specifically, Keisho Center employees and unpaid classroom volunteers shall follow these guidelines:

- a. Avoid placing (and avoid the appearance of placing) one's own self-interest or any third-party interest above that of Keisho Center; while the receipt of incidental personal or third-party benefit may necessarily flow from certain Keisho Center activities, such benefit must be merely incidental to the primary benefit to Keisho Center and its purposes;
- b. Do not abuse Keisho Center employment or classroom volunteer opportunities by improperly using authority, services, equipment, resources, or property for personal or third-party gain or pleasure;
- c. Do not represent to third parties that their authority as a Keisho Center employee or unpaid classroom volunteer extends any further than that which it actually extends;
- d. Do not engage in any outside business, professional, or other activities that would directly or indirectly materially adversely affect the organization;
- e. Do not engage in or facilitate any discriminatory or harassing behavior directed toward Keisho Center staff, students, members, officers, directors, or others in the context of activities relating to Keisho Center; and
- f. Do not solicit or 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 with respect to matters pertaining to Keisho Center without fully disclosing such items to the Chief Executive Officer (CEO).



Washington Japanese Heritage Center (Keisho Center)

ワシントン日本語継承センター

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I understand that if I do not abide by this Code of Ethics, I may be subject to sanctions and penalties including: warning, suspension, or dismissal.

I affirm the endorsement of the code and acknowledge my commitment to uphold its principles and obligations as a member of the Keisho Center community.

PRINT NAME

SIGNATURE

DATE