OVERVIEW

The mission of the Missouri Botanical Garden is “To discover and share knowledge about plants and their environment, in order to preserve and enrich life.”

The Garden is a charitable trust that is qualified as a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code. The Garden’s Board of Trustees is a volunteer Board. The President of the Garden serves at the will of the Board of Trustees. Actions taken by the Board, its committees, and subcommittees conform to the Trust of Henry Shaw, as amended from time to time by the St. Louis Circuit Court. Board members oversee Garden operations to ensure that its assets are used to fulfill the Garden’s mission and to meet the Trust’s purposes.

It is the policy of the Garden that every Board member, employee, and volunteer be committed, with integrity and in good faith, to fulfilling the Garden’s mission. The Garden, its employees, and its volunteers desire the public’s trust and believe that they will earn it by so acting and by being responsive to the public. The Garden seeks member and visitor representation that reflects the region’s diverse metropolitan population, its business sector, and its governmental entities.

In order to assist its staff and volunteers to conduct themselves and the Garden’s research, conservation, display, education, fund-raising and other business affairs in accordance with the highest ethical standards, the Garden has adopted and disseminated this Code of Ethics to its Board members, employees, and volunteers.

ARCHIVAL activities follow explicit practices. These practices guide the collection, processing, and preservation of the publications, inactive records, and personal papers of enduring value generated by the Board, staff, and volunteers of the Garden and make
these publications, records, and papers available for research and for viewing by the general public.

**EDUCATION** programs at the Garden are created and made available in compliance with the highest ethical standards. Programs are dedicated to cultivating knowledge, understanding, and appreciation for the natural world, science, and issues associated with sustaining our natural resources. Programs are also intended to foster an understanding and appreciation of the Garden’s mission. Beyond the traditional classroom setting, a wide variety of educational programs are created for and are open to individuals of diverse ethnic background, age, physical ability, and socio-economic level.

**GARDEN COLLECTIONS** are divided into four main collections: the Living Plant Collection; the Living Animal Collection; the Research Collection, composed of the Herbarium and Library Collections; and the Historical Collection, composed of the Tower Grove House Collection and the Missouri Botanical Garden Archives. Each of these collections is selected, acquired, loaned, and deaccessioned according to specific lines of authority and rigorous standards of care and preservation. With appropriate authorization, the collections are available for use by scholars and for viewing by the general public. For each collection, accession guidelines are in place and are scrupulously observed, with all transactions carefully documented. Appropriate annual reviews are conducted to ensure that insurance coverage is appropriate considering a number of factors including the cost of premiums in relationship to the perceived risk of loss and that those involved clearly understand risk management principles.

**HORTICULTURE** activities at the Garden are devoted to helping visitors understand plants and their ecological role, learn how to grow and maintain plants, and experience the ways in which plants can enrich life. The horticultural exhibitions also enable visitors to see unfamiliar plants from many different locales and to observe and learn about garden and landscape design. Members of the Horticulture staff are required to conduct their work in accordance with the highest ethical standards and in strict compliance with all local, national, and international laws and regulations.
RESEARCH activities are guided by explicit principles for the acquisition, use, and distribution of both plant materials and information about plants. Members of the Research staff conduct their work in strict compliance with all local, national, and international laws and regulations, as well as adherence to appropriate scientific and cultural standards.


SOLICITATION AND CULTIVATION efforts for the Garden are carried out with the utmost respect for all existing and prospective members, donors, and patrons. In accordance with the Garden’s guiding principles of conducting business with integrity and in good faith, staff involved in cultivation and solicitation efforts consider it a fundamental duty to protect the privacy of Garden members, donors, and patrons at all times.

Similarly, records management staff who support cultivation and solicitation efforts are to perform their work in accordance with the highest ethical standards. All sensitive information electronically stored is security-coded so that only appropriate staff members are able to access data. In conducting their work, staff members are required to be truthful about their identity, purpose, and relationship to the Garden.

CONFLICT OF INTEREST
Employees are required to comply with the Garden’s Conflict of Interest Policy as may be amended from time to time. A copy of the Conflict of Interest Policy may be obtained from the Garden’s Executive Vice President or the Vice President, Financial Services and Controller.
ETHICAL AND PROFESSIONAL CONDUCT

Garden staff members are expected to perform their work in accordance with the highest ethical standards and in accordance with a basic code of business behaviors. Specifically, staff members must:

- comply with the letter and spirit of all applicable laws;
- carry out Garden policies, practices, and contracts in a truthful and conscientious manner;
- deal honestly and respectfully with one another and with Garden volunteers, students, visitors, and third parties with whom the Garden does business;
- respect the Garden's ownership of all equipment, supplies, books, records, intellectual property and proprietary information and materials and treat all such accordingly;
- preserve the confidentiality of Garden decisions and plans, of information about employees, volunteers, and students, and of any other matter that is not public knowledge;
- decline any offer of improper or potentially improper gift, gratuity, or payment offered by anyone with whom the Garden does or might do business;
- disclose any outside business interests that might influence their decisions or actions on the job;
- refuse any outside employment with an entity that could interfere with their responsibilities to the Garden; and
- refrain from using information or authority derived from Garden employment for personal gain or the gain of any third party.

MUSEUM RETAIL OUTLETS

All Garden stores are managed according to common retail practices, generally accepted accounting principals (GAAP), and established Garden policy and protocols. New and donated merchandise is selected with the goal of representing the Garden’s mission, reflecting its beauty, and enhancing member and visitor enjoyment of the Garden. Goods are purchased without regard to the seller’s relationship with the Garden and are regularly inventoried and reconciled with documentation for the cost of goods sold and with daily sales receipts.
ACCEPANCE OF GIFTS AND GRATUITIES
Acceptance of meals, refreshments, and items of nominal value (less than $100.00) is allowed provided such courtesies are not solicited and are received occasionally rather than routinely. Reimbursement for lodging or travel expenses from a sponsor or subcontractor doing business with the Garden is acceptable only if it is disclosed to the employee’s supervisor, is in the best interests of the Garden, and there is no appearance of or actual impropriety, nor a conflict of interest.

The acceptance of business entertainment, gift, and gratuity is prohibited if it is directly or indirectly in exchange for personal preferential treatment or would embarrass the Garden if publicly disclosed.

ACCURATE BOOKS AND ACCOUNTS
All Garden encumbrances and other transactions must be properly authorized by Garden management and accurately and completely recorded in accordance with generally accepted accounting principles and established Garden accounting practices.

CHARGING OF COSTS/TIME AND ATTENDANCE REPORTING
Garden employees must routinely submit complete, accurate, and signed records of hours worked. An employee’s signature certifies that the report is accurate. A supervisor's signature certifies that the employee’s report has been reviewed and that steps have been taken to validate the report.

CONTRACT NEGOTIATION
All contractual negotiations considered on behalf of the Garden are to be complete and accurate with full disclosure of costs related to any prospective contract.

GRANTS AND CONTRACT ADMINISTRATION
All grants, contracts, and cooperative agreements are to be carried out in compliance with established administrative practices and procedures.
HONORARIA
The Garden permits staff members to engage in a reasonable amount of external professional activity that may be compensated from external sources. All such honoraria shall be disclosed in writing within five business days of receipt of same to the employee’s division head. See “Utilizations of Professional Expertise” below for more complete information.

PROVIDING BUSINESS COURTESIES TO SPONSORS
In the course of informal business interactions with Garden sponsors, it is permissible for Garden employees to pay reasonable meal, refreshment, and entertainment expenses to such sponsors provided that such expenses are incurred only occasionally for any one individual. All care is to be taken to avoid any impropriety or appearance of impropriety in connection with such expenses.

REPORTING VIOLATIONS
The Garden has established the Employee Ethics and Hotline Policy in order for employees to report activities that may be unlawful, may lead to incorrect financial reporting, do not comply with the Garden’s policies, or could otherwise be considered serious improper conduct. Employees may submit a report online at http://www.ethicspoint.com or by calling toll-free 866-873-0615. Any employee who reports an alleged violation should be confident that, insofar as is consistent with the Garden’s obligation to investigate and with applicable law, every effort will be made to keep his or her identity confidential. All employees who report concerns about practices or actions in good faith will be protected from reprisal. The Garden has secured the services of an independent third-party provider to receive employee allegations of improper financial reporting and unethical or illegal conduct. The independent third-party provider will submit the report to the appropriate Garden officer. A full and confidential investigation will be conducted, with recommendations concerning the appropriate corrective actions that may be taken. Subject to legal constraints, the reporting employee also will receive information about any corrective action.
DUAL EMPLOYMENT AND PERSONAL BUSINESS
Employment with an organization other than the Garden may not interfere with satisfactory job performance at the Garden. The Garden considers full-time Garden employment to be an employee’s primary employment and employees are expected to share that view. In case of any uncertainty, the employee must disclose in writing other employment and the requirements of such employment with the employee’s supervisor.

OUTSIDE VOLUNTEER ACTIVITY
The Garden has a keen appreciation of the importance of volunteering and encourages Garden staff members to participate in community volunteer activities of their choice so long as those choices do not interfere with accomplishing the staff member’s responsibility to the Garden.

UTILIZATION OF PROFESSIONAL EXPERTISE
The Garden occasionally is approached by other organizations whose interests could be furthered through the expertise of Garden staff members. At its discretion, the Garden may enter into an agreement with organizations to provide the requested expertise during work hours. Payment for the professional services provided by Garden staff will be made directly to the Garden. Garden staff members who provide their professional expertise during non-work hours to employees or contractors other than those engaged in formal agreements with the Garden are subject to the Garden’s policy on “Dual Employment and Personal Business.”

EMPLOYMENT OF RELATIVES
Immediate family members or close associates who have the potential for being employed in a work situation where another family member or close associate would have direct supervisory authority for the work to be performed must receive approval for said employment by the Senior Vice President of Human Resource Management before such assignment is made. “Immediate family” is defined as spouse, child, parent, sibling, grandparent, grandchild, in-laws, or other related person who resides in the same household as the employee. “Close associate” is defined as one who, although not a relative, also resides in the same household.
POLITICAL ACTIVITY AND PUBLIC ISSUES
Employees who engage in political activity and public debate are expected to do so as private citizens and not as Garden representatives. Such engagements are to be conducted outside the employee’s Garden work hours and away from Garden grounds. Garden equipment, uniforms and identification badges, and stationery are not to be used when engaged in such activities. Employees shall not engage in political activities of any kind during employment hours on the Garden’s premises.

GARDEN INFORMATION
All information that is transmitted, received, or contained in the Garden’s information systems, whether it be telephone, voice mail, paper, e-mail, microfilm, microfiche, or computer disk, etc., is Garden property.

DOCUMENT RETENTION
The Garden has established the Document Retention Policy, setting standards for document retention and destruction. These guidelines and regulations are to be made known to and are to be observed by all staff in the performance of their job duties. A copy of the Garden’s current Document Retention Policy may be obtained from the Controller’s Office.

OWNERSHIP OF INTELLECTUAL PROPERTY
The wide array of activities required to accomplish the Garden's mission creates numerous opportunities for Garden employees to have knowledge of or to possess the Garden’s intellectual property and proprietary information. Employees who have knowledge or possession of such information and who work with it to invent, experiment, design, test, operate, sample, manage, etc., are expected to exercise utmost diligence to protect and safeguard such information both directly and indirectly, and may be required to sign a “Confidentiality and Ownership of Intellectual Property Agreement.” All
intellectual property created by an employee in connection with the employee’s employment at the Garden shall be deemed work for hire and shall be the property of the Garden. Acceptance of this policy is a condition of each employee’s employment at the Garden.

**USE OF GARDEN PROPERTY**
The Garden provides its staff with the essential keys, equipment, tools, books, clothing, and supplies to perform their duties. Employees are responsible for the care and maintenance of Garden property. Property issued to an employee must be returned in good condition to the Garden prior to the last day of employment.

Garden property and registered marks are not available for use in connection with any outside activity, including but not limited to any outside employment, endorsement, or program promotion without prior written permission.

Approved by the Board of Trustees on April 25, 2007