

## **Code of Ethics for All Participants in Lost Chronicles**

### **PURPOSE**

Ethics and integrity are the responsibility of each individual. Therefore, every player, staff member, administrator and coordinator is responsible for ethical conduct consistent with organizational and chronicle policies. The Lost Chronicles Code of Ethics is a statement of our belief in ethical and professional behavior in all dealings within the Organization.

### **INDIVIDUAL ACCOUNTABILITY AND RESPONSIBILITY**

Participants, be they player, storyteller, coordinator or administrator, in Lost Chronicles are expected to exercise responsibility in their actions. They are responsible to the Organization and their individual Chronicle for both their actions and inaction. Each participant is expected to conduct themselves in accordance with this Code of Ethics in order to best serve the interests of the Organization, their Chronicle, and fellow members.

Violations of the Code of Ethics may result in disciplinary action. All participants are responsible for promptly reporting any violations of this Code or any other instances of reasonably suspected cheating, fraud, or malfeasance. Participants should report violations of this Code to their Storytelling staff. If the member is not comfortable reporting an incident through their Storytellers, the member should report the matter directly to a member of the Administrative Staff.

No player, storyteller, or coordinator shall retaliate in any manner against an individual who reports a perceived conflict of interest matter pursuant to this policy. A member who makes such a report in bad faith shall be subject to disciplinary action.

### **CONFLICTS OF INTEREST**

All participants in Lost Chronicles have an obligation to avoid activities or situations which may result in a conflict of interest. Participants must not use their positions to secure undue privileges or advantages for themselves or others. All participants have an obligation to examine any situation in which they may have a conflict of interest and take steps to resolve the conflict.

Any participant who is concerned that a conflict may exist or how to resolve it should consult with their Storyteller staff or the appropriate Administrator. Upon determination that a conflict of interest exists, appropriate action will be taken through recusal, reassignment, or other means to resolve the conflict of interest. No action will be taken without the opportunity for the involved to be heard with regard to whether a conflict of interest exists and what action, if any, should be taken.

### **COMPLIANCE WITH ORGANIZATIONAL REGULATIONS**

Lost Chronicles' Regulations are designed to inform members about responsibilities, to set minimum standards, and to give the community notice of expectations. Members of the Organization are expected to transact all business in compliance with these regulations and have an obligation to become familiar with those that affect their areas of responsibilities. Members of the Organization are expected to seek clarification from their Storytelling Staff or other appropriate official on a policy or procedure that they find to be unclear, outdated, or in conflict with the practices of the Organization.

