

Save Ontario Shipwrecks Policy #1: Expense Reimbursement Policy

Save Ontario Shipwrecks will reimburse expenses incurred by members of the Board and both members and non-members performing special functions on behalf of the corporation. Expense claims are to be submitted to the Treasurer of the corporation using a standard template which is available from the Secretary. Original receipts must be submitted wherever possible.

Below is a list of typical expenses that will be reimbursed by the corporation upon submissions and approval of an expense claim.

- Hotel rooms for corporately approved activities such as board meetings, annual general and special meetings of the membership and travel required in order to carry out the activities of the corporation.
- Transportation costs will be reimbursed at a rate of \$0.25/km for cars. This rate is reviewed by the board periodically. Transportation by other modes should be approved prior to incurring the expense. Failure to do so may result in the claim being denied.
- Long-distance charges for phone calls to participate in board meetings from remote locations.

Other non-standard expenses may be reimbursed, depending on the nature of the claim. In most cases, non-standard expenses must be approved in advance by the Board. If there is any question as to whether an expense will be reimbursed, the claimant should contact the Secretary prior to incurring the expense.

Unless approved in advance for special circumstances, meals and incidental expenses are the responsibility of the individual and claims for such expenses will be denied.

Expense claims should be submitted within three months of the expense being incurred and in any event no later than two months after the end of the fiscal year.

Adopted by the Board on: November 18, 2006
Effective: November 18, 2006

Save Ontario Shipwrecks Policies

Save Ontario Shipwrecks Policy #2: SOS Code of Ethics

In accordance with the objects of Save Ontario Shipwrecks (SOS), members shall adhere to the following Code of Ethics. Contravention of any of these principles constitutes grounds for expulsion from SOS, in accordance with its Constitution and By-Laws.

1. **PRINCIPLES:** SOS fully supports the objects and principles of the UNESCO Convention on the Protection of the Underwater Cultural Heritage (2001) and expects all members to adhere fully thereto.
2. **STEWARDSHIP:** SOS and its members act as stewards of our maritime heritage through the preservation, documentation and interpretation of shipwrecks and other submerged or nautical-related material culture.
3. **PRESERVATION:** SOS is dedicated to the in situ preservation of shipwrecks and other archaeological remains. Members should practise low-impact diving techniques and refrain from collecting artifacts, except as part of a licensed archaeological study. Arrangements must be made for the conservation and curation of any remains recovered.
4. **RESPONSIBILITY:** SOS members shall adhere to the letter and spirit of all applicable legislation (e.g., the Ontario Heritage Act, the Cemeteries Act, and the Public Lands Act), and should inform the relevant authorities (including police or government bodies) of any contraventions thereof.
5. **STANDARDS:** Members of SOS shall ensure that they are sufficiently trained and qualified for their role in any archaeological project. Members are encouraged to participate in training programs, including Nautical Archaeology Society courses.
6. **DOCUMENTATION:** The results of SOS projects shall be preserved through the production and dissemination of reports. Project leaders must maintain an archive of records, including field notes and reports, or make appropriate arrangements for this purpose.
7. **COMMUNITY:** The results of SOS projects must be communicated to the archaeological community and to the general public, including local media and related communities. Members must take extra care to not disturb human remains, and project leaders should encourage local representation and involvement.
8. **PUBLIC OWNERSHIP:** Artifacts on or recovered from marine heritage sites remain public property, even when collected under an archaeological license. Members shall refrain from the commercial trafficking of marine heritage artifacts, particularly the buying or selling of unlawful or undocumented artifacts.
9. **INTEGRITY:** The name or logos of SOS shall only be used for promotions, publications or projects sanctioned by SOS.

Adopted by the Board on: February 24, 2007 Effective: February 24, 2007
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Save Ontario Shipwrecks Policy #3: Privacy Policy

As a corporation in the Province of Ontario, Save Ontario Shipwrecks and its local chapter committees (hereafter SOS) are subject to the federal Personal Information Protection and Electronic Documents Act. Personal information is information that can be used to distinguish, identify or contact a specific individual (e.g., postal address, phone number, email address). SOS respects the privacy of its members and will treat personal information according to the following privacy policy:

1. SOS collects personal information solely for the purposes of membership services, sponsorships, donations, and in pursuing our mission (e.g., educational program enrolment or record keeping on archaeological projects).
2. SOS may use conventional or electronic addresses to communicate or distribute materials to its members, sponsors or donors (e.g., SOS Newsletter mailings or third party material deemed to be of general interest).
3. Personal information will not be disclosed to third parties other than the Ontario Underwater Council for insurance purposes, unless required by law.
4. Member, sponsor or donor names or photographs may be used by SOS without notice. No contact information will be included. Members, sponsors or donors have the option to withdraw this consent through written submission to the SOS Membership Chair.
5. Data or analyses derived from personal information, member surveys or website browsing (e.g., "cookies") may be shared with the public or with third parties only as aggregate, non-identifying information.
6. Should you navigate away from the SOS website to any other linked website (e.g., PayPal), the information that you provide to that website will be governed by its respective information privacy policy.
7. Exceptions to this privacy policy will require the express and specific permission of each affected member, sponsor or donor.
8. Changes to this privacy policy will be published in the SOS Newsletter, which will constitute due notice.

Adopted by the Board on: February 23, 2008 Effective: February 23, 2008
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