

MUSEUM LONDON

BOARD POLICY

ETHICS AND CONDUCT

Preamble

The museum community aspires to high standards of ethics and conduct in all areas of museum activity and responsibility. This aspiration is expressed in the codes of museum associations, professional associations, and individual institutions.

Policy

Museum London strives for high ethical standards in all aspects of museum activities in recognition of its public trust. All Museum London policies, practices, and procedures will be guided by these standards of ethics and conduct and will be developed with due consideration for the established guidelines of the larger museum community.

Therefore, Museum London requires that all employees and volunteers:

- Treat others with respect and courtesy, both internally and externally.
- Use their skills and experience for the benefit of Museum London.
- Respect and protect Museum London property and facilities.
- Must declare conflicts of interest.
- Maintain confidentiality of confidential Museum London information.
- Adhere to and respect confidentiality guidelines and observe the principles established by the larger museum community.

Explanation of Terms

Employee: An individual who fills a position approved by the Executive Director and who receives a salary or fee. Museum London employees include management, supervisory and exempt staff, unionized employees, and individuals employed by Museum London for a limited duration.

Volunteer: An individual who provides his or her time and service to any activity that supports the objectives of Museum London, and is authorized and sponsored by Museum London with no expectation of remuneration.

Last Revised Date: 25 April 2018

MONITORING:

Adherence

The Executive Director will report to the Board on any areas of non-adherence within a timely manner.

Policy Review

Method: Internal Report

Responsibility: Policy Committee

Minimum Frequency: Four Years