



## CODE OF ETHICS

### INTRODUCTION

From the unique Columbia River Gorge, Maryhill Museum of Art collects, presents and preserves art and historical and natural resources to enrich and educate residents and visitors of the Pacific Northwest.

Maryhill Museum of Art is foremost an educational institution delivering quality exhibits and educational programming related to its collections and its history. In doing so, it provides opportunities for people of all ages and backgrounds to experience human creativity in its varied manifestations. The museum preserves its collections in the public trust for present and future generations and continues to acquire new items of requisite quality supporting its mission and building on its strengths. The museum safeguards Sam Hill's Ranch to protect its historical and natural resources, and sustainably utilizes it to meet the museum's mission.

As such, its values include accountability, diversity, enjoyment, innovation, integrity, quality, stewardship, sustainability and providing welcoming environment.

### GOVERNANCE

**Maryhill Museum of Art must do GOOD.** The museum's collections, programs, property and facilities are held in public trust. Public trust demands that in all activities the museum must act with integrity and in accordance with the most stringent ethical principles. On behalf of the museum's membership, the Board of Trustees acts as stewards of the museum. As stewards it has defined the following ethical principles as derived from the museum's mission, vision and values, and best professional museum practices. This Code of Ethics outlines expectations of the museum's trustees, employees and volunteers as they go about meeting the museum's mission and goals.

### CONFLICTS OF INTEREST

Loyalty to the museum and the public it serves is central to the work of Maryhill Museum of Art—whether the people carrying out this work are trustees, volunteers or employees. No individual may use his or her position for personal gain or to benefit another at the expense of the museum, its mission, its reputation and the people it serves. Trustees, employees and volunteers have a duty to disclose any real, potential or perceived conflict of interest. All who serve the museum are expected to agree (in writing) to act in conformity with the principles outlined in this institutional Code of Ethics.

## **MUSEUM TRUSTEES, EMPLOYEES AND VOLUNTEERS**

Maryhill has a great community of people embracing its audience, trustees, employees and volunteers. Working together we embrace diversity because without new and creative ideas, Maryhill's growth and potential will be stifled. Collectively the parties create an energetic, creative and innovative environment that can only make Maryhill the best of the best. In collaboration the group can work together to resolve conflicts with respect.

**Loyalty:** Trustees, employees and volunteers must be committed to the mission, goals and policies of the museum and avoid conflict of interest or the appearance of conflict of interest with the museum in all of his or her dealings. At all times the integrity of the museum is paramount.

**Personal Collecting:** Collecting objects is not in itself unethical and can enhance professional knowledge and judgment. A possibility for conflict of interest, or appearance of such, exists whenever a trustee, employee or volunteer personally collects objects of a type collected by the museum according to its Collections Plan. Museum trustees, employees and volunteers may not directly compete with the museum in any personal collecting activity. If a trustee, employee or volunteer wishes to acquire an object similar to those in the museum's collections, the object must first be offered to the museum prior to, or subsequent to, possession. If it is not accepted by the Collections Committee, the object may be acquired or kept by the individual offering the object.

Museum trustees, employees and volunteers may not use their institutional affiliation to promote their own or an associate's personal collecting or business activities. They may not participate in any dealing (buying, selling or trading for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar or related to the objects collected by the museum.

The guidelines outlined above do not apply to objects acquired prior to the adoption date of this Code of Ethics, objects acquired prior to employment, in service on the museum's Board of Trustees or in the Corps of Volunteers or acquired through bequests or as genuine personal gifts.

**Gifts and Entertainment:** Conflicts of interest may arise in the areas of gifts and entertainment. No personal gifts, favors, discounts, loans or other dispensations or things of value should be accepted where the gift can be viewed as intended to influence someone carrying out their duties for the museum. In order to avoid conflicts of interest and the *appearance* of impropriety, consent must be acquired from the Executive Director before accepting gifts of any kind from individuals or organizations doing business or wishing to do business with the museum. Gifts of money are never permissible.

**Use of Museum Services, Staff Time or Facilities:** When trustees, employees or volunteers use museum services, assistance or expertise from staff, or wish to utilize the facilities for personal needs they should expect that such help will be rendered only to the extent that it is also given to members of the general public in similar circumstances. To the extent that extraordinary assistance is provided, there should be a clear understanding of how this assistance will benefit the museum.

**Lending or Storing Personal Collections at the Museum:** If trustees, employees, or volunteers lend objects from their personal collection for a museum exhibition or other purpose, it shall be done anonymously, unless otherwise approved by the Board of Trustees. Museum trustees, employees and

volunteers shall not store or conserve personal collection on museum property unless a formal agreement is executed with the museum for its own purposes.

**Political and Religious Activities:** All political and religious activities shall be kept separate from the museum workplace. An individual associated with the museum shall not use museum property, materials, supplies or equipment in connection with partisan political or religious activity.

### **BOARD OF TRUSTEES**

On behalf of the museum's membership, the Board of Trustees of Maryhill Museum of Art acts as stewards for Maryhill Museum of Art. The relationship between trustees, employees and volunteers must be based on mutual trust and sound judgment. The Board of Trustees, through approved policies and actions, ensures the resources are available to support the museum's mission, vision, values and policies.

Trustees:

- Hold the ultimate fiduciary responsibility for Maryhill Museum of Art and ensures sufficient funding for and protection of assets and services. It shall monitor and develop the financial structure of the museum so that it continues to exist as an institution of vitality and quality.
- Safeguards the museum's collections, programs and its physical plant and ensures that these are supported with the needed resources.
- Ensures that all who work—paid or unpaid—on behalf of Maryhill Museum of Art understand and support its mission and public trust responsibilities.
- Makes sure that positive relationships are maintained with employees and volunteers, and that shared roles are recognized, and separate responsibilities are respected.
- Act collectively in the best interest of the museum; and publicly support the collective decisions of the Board of Trustees, even when they personally disagree.
- Holds privileged museum information in confidence except when that information is properly in the public domain or is released in fulfillment of the museum's accountability to the public.
- Promotes the public good rather than individual gain as it pertains to the museum.
- Ensures compliance with this Code of Ethics.

### **MUSEUM EMPLOYEES**

The museum staff is a vital and valuable museum resource. They are highly skilled individuals whose passion for the museum and its mission is foremost in all that they do. The relationship between employees, trustees and volunteers must be based on mutual trust and sound judgment.

Employees:

- Are required to abide by the museum's policies. It is the responsibility of all staff to be familiar with those policies, including the museum's Personnel Policy.
- Are prohibited from accepting commissions, gratuities or other compensation as a result of ordering goods or services in connection with their duties for the museum. However, when a close personal relationship exists, regardless of a professional one, and a colleague, donor, associate or anyone else wishes to offer a personal gift, the gift may be accepted provided it is given freely and its receipt does not impair judgment or otherwise influence decisions made at the museum. If the gift is significant, employees are required to protect themselves and the museum with prompt and full disclosure of the circumstances to their immediate supervisor. If an employee has any question about

whether a gift is significant, the employee should assume that disclosure is required and talk with their supervisor.

- May participate in certain compensated activities, including teaching, lecturing, writing, and consulting that can benefit both the museum and the employee by stimulating personal and professional development. Such activity should not interfere with the employee's regular duties or compromise his/her ability to perform his/her functions for the museum. Any off-duty activities should be undertaken with the fundamental premise that an employee's primary responsibility is to the museum, that the activities will not interfere with the ability to discharge this responsibility, and that it will not compromise the professional integrity of the employee or the reputation of the museum. In that respect employees are expected to: 1) avoid engaging in supplementary employment or personal business activity that in any way is in conflict with, or would benefit by, your employment by the museum; 2) avoid using the name of the museum in connection with any outside employment, endorsement, or program promotion, unless approved by your immediate supervisor and the Executive director; and 3) are asked to give their supervisor prior notice of their intent to engage in other employment or activities for compensation.
- Are encouraged to participate in voluntary community service including serving on boards as long as the activity does not interfere with employees' job performance and does not reflect adversely on the reputation or integrity of the museum.
- Should respect their colleagues' expertise in a given field and seek input from colleagues when such input will benefit museum programs, exhibits, administrative and personnel policies and practices.
- Have a duty to extend courtesy to colleagues in other museums by sharing information such as annual reports, job descriptions, salary ranges, and other reports and policies that support museum professionalism. Museum employees shall not intentionally furnish confidential trade information to vendors or other institutions that may adversely affect the museum.

### **CORPS OF VOLUNTEERS**

Maryhill's Corp of Volunteers is extremely important to Maryhill Museum of Art and the museum could not continue without the contributions and personal involvement of devoted volunteers. The relationship between a volunteer and the museum must be based on mutual trust and sound judgment.

Volunteers:

- Should adhere to the approved policies and actions as adopted by the Board of Trustees.
- Ought to respect the confidentiality of any proprietary information to which their volunteer activities give them access.
- Should know that access to the museum's inner activities is a privilege and the lack of material compensation for efforts expended on behalf of the museum does not free the volunteer from adherence to the standards that apply to all at the museum.
- Must have a supportive environment as fellow workers.
- Are provided with the appropriate training and opportunities for their intellectual enrichment.
- Should respect the expertise of staff and meet the requirements and expectations set forth by their job descriptions and duties.

### **COLLECTIONS**

Maryhill Museum of Art is dedicated to the proper stewardship of its collections. It is the responsibility of the museum to protect and preserve the integrity of its collections. Objects will be stored, handled, used and exhibited in such a way that long-term preservation is not compromised. The administration of the museum's collections is stipulated in the museum's Collections Management Policy providing

guidelines for trustees, employees, and volunteers regarding activities, procedures and methods governing collections acquisition, care, and use at Maryhill Museum of Art. The scope of the collections is stipulated by the museum's Collections Plan.

**Acquisitions:** Acquisition of an object for the collections will be done with an ethical and legal context, according to the strict procedures outlined in the Collections Management Policy and the Collections Plan. The museum will acquire or accept an object only when it can determine with reasonable certainty that the object has not been unethically obtained, or obtained in violation of state or federal laws, treaties, or international agreements. If the museum inadvertently acquires an object that is subsequently determined to have been received in violation of this policy, the museum will make every effort to return the object to the owner, or if appropriate, to the country of origin or other proper authority. The Board of Trustees will make the final decision as to appropriate action in cases of questionable acceptance of objects.

**Deaccessions:** Removal and disposition of deaccessioned objects from the collections will be done within an ethical and legal context, according to strict procedures outlined in the Collections Management Policy. Museum trustees, employees and volunteers may not acquire objects that are deaccessioned from the collections except after such objects have been first offered for public sale. Proceeds from the sale of deaccessioned objects will be used only for collections acquisition or direct care of the collections. Maryhill Museum of Art shall not trade objects for other objects.

**Object Loans:** The museum may borrow objects for exhibition, research or other temporary purposes that may apply. The museum will not take permanent loans. The museum may lend to museums or similar educational not-for-profit organizations for purposes of exhibition, education or research. The purpose of any loan must be consistent with the mission and goals of the museum.

**Culturally Sensitive Materials:** The museum recognizes its ethical responsibility as a steward of culturally sensitive materials. The Collections Management Policy details the conditions for acquisition, treatment, use and repatriation of objects or other materials which have sacred significance to contemporary cultural groups. The museum complies with the guidelines established by the Native American Graves Protections and Repatriation Act (NAGPRA), and will address requests for repatriation by following the spirit as well as the letter of the law.

**Collections Accessibility:** The museum makes its collections available for research, exhibition, education, publication, and other appropriate purposes. The type and conditions of such use must be consistent with the museum's responsibility for care and preservation of its collections.

**Appraisals:** No museum trustee, employee or volunteer will make or participate in an appraisal or estimation of the value of an object, either as a service to an individual or as a precondition for a potential donation of an object to the museum. Appraisals may be obtained or made for internal use (e.g., insurance, valuations for loans) for existing objects in the collections. In order to comply with IRS regulations, appraisal referrals to potential donors will not be to a specific firm or individual. General help, such as the names of two or three individual appraisers, or referral to appraiser trade associations or societies may be given.

**Reproduction of Collections Objects:** In arranging for the manufacture and sale of replicas, reproductions or other items adapted from collections objects, all aspects of the process must be carried out in a manner that will not discredit Maryhill Museum of Art, trivialize or defame the original object. Great care must be taken to identify reproductions for what they are in a permanent manner and to ensure the accuracy and quality of the manufacture.

## **EXHIBITIONS AND PROGRAMMING**

The museum's exhibitions and programs are intended to enhance public understanding and appreciation of art and history as it relates to the museum mission and collections. Programs, exhibits, publications, public events and other activities are derived from the museum's mission, vision and values, and will be responsive to the needs and concerns of the museum's audience.

**Truth in Presentation:** The museum recognizes its responsibility to provide accurate and accessible interpretation in its exhibitions and programs. Exhibition content should be based in current scholarship and strives to present an authentic portrayal. The programs the museum offers will reflect the breadth of current scholarship and knowledge and maintain intellectual integrity. The museum will consciously strive to include alternate perspectives of any given issues being presented. Viewpoints that advocate physical harm, discrimination, or other non-conformance with existing laws will not be given consideration if it is deemed that representation of such opinions gives the impression of museum advocacy.

**Public Disclosure:** The museum prefers to make public the source of funding for all exhibitions and programs. Requests for anonymity for such funding will be allowed only if such anonymity does not conceal a conflict of interest (real or perceived) or raise other ethical issues.

**Accessibility:** Museum exhibitions and programs will be accessible to the widest possible audiences consistent with the museum mission and its resources.

## **SAM HILL'S RANCH**

Maryhill Museum of Art is dedicated to the proper stewardship of its historic ranch lands. The ranch has culturally and environmentally sensitive and important sites, and includes the museum and its surrounding gardens and grounds, Stonehenge Memorial, the Klickitat County War Memorial, the historic Maryhill Loops Road and Lower Road, the historic Maryhill Town Site, McCarty Pond Wetland, Ice Age Flood Sites, identified areas for grazing, orchard, farm and commercial use, wind energy sites, three residences and twenty-five outbuildings. It is utilized by the general public for recreational purposes, ranchers and farmers for agricultural purposes and by those with commercial interests (e.g., commercial photo and film shoots). Revenues generated by these activities are an important part of the museum's annual budget. The museum recognizes that it should:

- Safeguard Sam Hill's Ranch to protect its historical and natural resources; and sustainably utilizes it to meet the museum's mission.
- Protect culturally and environmentally sensitive sites on the museum's ranch lands.
- Respectfully and carefully use the museum's land resources for the benefit of the museum.
- In considering new revenue producing operations on the land, to carefully weigh stewardship concerns with financial concerns.
- Maintain good relationships with neighbors, the county and the state in regard to the Ranch.

- Maintain honest and positive working relationships with the museum's leasees and groups leasing its facilities for events.

## **FUNDRAISING**

Fundraising or development efforts are a vital component of the financial health of the museum.

Trustees, employees and volunteers involved in raising money or soliciting other contributions or gifts-in-kind shall adhere to the museum's Charitable Donations Policy and applicable law by:

- Making sure that all solicitation materials and statements made to current and prospective donors are accurate and correctly reflect the intended use of solicited funds or items.
- Respecting donor intentions, and that all contributions will be used in accordance with any written agreement between donors and the museum.
- Not accepting donor gifts with contingencies other than those that fulfill the museum's mission without approval of the Board of Trustees.
- Ensuring, to the maximum extent possible, proper stewardship of charitable contributions, including timely reporting on the use and management of funds and explicit consent by the donor before altering conditions of a gift.
- Making sure that a donor will receive appropriate and timely recognition and acknowledgment.
- Honoring a commitment to donors by not disclosing privileged information to unauthorized parties.
- Not paying, seeking or accepting finder's fees, commissions or percentage-based compensation for obtaining philanthropic funds without approval of the Board of Trustees.
- Refraining from delivering appraisal and/or tax advice with respect to items donated for fundraising events. The extent of the museum's involvement in these areas is to suggest to donors that they seek professional, independent advice.

## **RETAIL OPERATIONS**

The Museum Store and Café shall provide high quality products to support the museum's mission, reinforce the museum experience and provide earned income. All merchandise shall be educational, safe and of high quality. All reproductions and replicas will be clearly and indelibly identified as such. Merchandise that is manufactured from or incorporates parts of any endangered species, or illicitly acquired antiquities will not be offered for sale. Retail employees and volunteers will be trained to be aware of the source, authenticity and educational worth of all items sold in the Museum Store or Café.

## **COMPLIANCE, IMPLEMENTATION AND DISCIPLINARY MEASURES**

Trustees, employees and volunteers shall abide by this Code of Ethics. The Executive Director of the museum is responsible for distribution and implementation of the Code of Ethics. The Executive Director may seek the assistance of the President of the Board of Trustees or the Governance Committee for guidance or direction in questions of compliance, investigation and if necessary, disciplinary action. Anyone with questions regarding the Code of Ethics should be directed to the Executive Director, or if needed to the President of the Board of Trustees or the Governance Committee.

**Disclosure:** Disclosure of any potential conflicts with the Code of Ethics can and should be made when such issues arise.

**Reporting:** Trustees, employees and volunteers are protected by the museum's Whistleblower Policy for reporting actual or possible misconduct. Suspected improper conduct by trustees, employees or volunteers should be brought to the attention of the Executive Director. Concerns regarding the

Executive Director should be brought to the attention of the President of the Board of Trustees. Failure to report knowledge of wrongdoing may itself result in disciplinary action. There will be no reprisals for good faith reporting of actual or possible violations of the Code of Ethics. Where possible, the identity of the individual making the report will be kept confidential.

**Investigation:** All investigations of reported violations of the Code of Ethics will be directed by the museum's Executive Director and when necessary, the President of the Board of Trustees or by the museum's Governance Committee.

**Discipline:** The failure of a trustee, employee or volunteer to meet the high standards of the museum can result in disciplinary action up to and including termination. Disciplinary action against a trustee or Executive Director requires a two-thirds vote of the Board of Trustees (excluding the individual trustee being considered). Disciplinary action against a staff member or volunteer will be decided by the museum's Executive Director. Disciplinary action may be taken for:

- Actions violating the Code of Ethics.
- Failure to report a violation of the Code of Ethics.
- Retaliation against an individual for reporting a violation or possible violation of the Code of Ethics.

#### **ADOPTION**

This Code of Ethics was adopted by the Board of Trustees of Maryhill Museum of Art on July 11, 2015 and subsequently distributed to all trustees, employees and volunteers. It replaces any previous Code of Ethics adopted by the Board of Trustees.