
VOLUNTEER CODE OF ETHICS



ART & HISTORY MUSEUMS
MAITLAND

Art & History Museums – Maitland (A&H) staff members, whether paid or unpaid, are expected to perform their respective duties in a professional manner. They should be guided by two important principles. The first is that the institution is a place of public trust, the value to the community being in direct proportion to the quality of service rendered. Second, that intellectual ability and professional knowledge are not, in themselves, sufficient to work in the profession, but these must be inspired by a high standard of ethical conduct. All staff members must act with integrity and in accordance with the most stringent ethical principles, as well as the highest standards of objectivity in all activities. Therefore all volunteer staff members are expected to conform to the following Code of Ethics.

Code of Ethics

- 1) Non-Discrimination:
 - a) Equal opportunity will be provided to all volunteers, regardless of race, religion, age, gender, national origin, sexual orientation, disability, or any other protected status.
 - b) Volunteers will abide by the policy of freedom from all forms of discriminatory harassment whether it is sexual in nature or based on race, religion, gender, national origin, sexual orientation, disability, or any other protected status.
- 2) Conflict of Interest:
 - a) Volunteers should refrain from all acts or activities that may be construed as a conflict of interest. Great care should be taken to ensure that outside interests do not interfere in any way with the proper discharge of official duties and responsibilities.
 - b) Volunteers shall not take part in any A&H or affiliated organization discussion or decision, which might benefit himself/herself, his/her immediate family, and any organization in which he or she is involved.
 - c) Volunteers shall not make use of A&H resources for his/her own purposes or personal gain beyond the benefits offered to members of the general public.
 - d) The acquiring, collecting and owning of objects for a personal collections by a volunteer may not in itself be unethical and may be regarded as a valuable way of enhancing knowledge and judgment. However, no volunteer should compete with A&H or affiliated organizations either in the acquisition of objects or in any personal collecting activity.
- 3) Confidentiality:
 - a) Volunteers may be in a position to learn confidential information about A&H or affiliated organizations during the time of their service. Volunteers must respect the nature of such information and not divulge it to persons for which it was not intended.
 - b) Volunteers may have access to information that has not yet become public knowledge and is therefore confidential. They must not use such information for personal gain, or to benefit another person or group.

- c) Volunteers will not provide the volunteer directory, training materials, or other internal publications, in whole or in part, to any person or group outside A&H.
 - d) Volunteers understand any work product that was produced during volunteer service will remain the property of A&H.
- 4) Substance Abuse
- a) Volunteers should not have in their possession, use, or sell illegal drugs. The abuse of prescription and over-the-counter drugs and alcohol can compromise your job performance and conduct.
 - b) Volunteers have the responsibility of getting professional help to improve their performance and conduct.
- 5) Personal Conduct
- a) Every volunteer should be conversant with national, state and local laws and the conditions of their tenure as a volunteer staff member. They should avoid situations that could be construed as corrupt or improper conduct of any kind.
 - b) No volunteer should accept any gift, hospitality or any form of reward from any product or service provider or other person as an inducement in respect to the purchase or disposal of A&H property or for taking or refraining from official action. No volunteer should accept any “special price” or discount for personal purchases from any entity with whom A&H has a professional relationship.
 - c) To avoid any suspicion of corruption, volunteers should not recommend a particular product or service provider to a member of the general public.
 - d) Volunteers who participate in other volunteer or civic organizations shall make clear that they do not represent A&H or any affiliated organization within these other organizations.

I, _____, do hereby certify that I am at least eighteen years of age or older and am of legal age to execute this agreement (If under age eighteen, parent or guardian signature is also required below). I also confirm that as a volunteer for A&H I have read, understand and agree to abide by the above Volunteer Code of Ethics.

Signature: _____

Date: _____

Parent(s)/Guardian Signature: _____

Date: _____

Name (please print): _____

Street Address: _____

City/State/Zip: _____

Home Phone: _____

Cell Phone: _____

Email: _____