



## **Mendocino County Museum Code of Ethics**

Mendocino County Museum staff and volunteers recognize that to maintain public confidence in and support for purposes of this institution it is necessary to adhere to high standards of a professional and personal conduct.

Staff and volunteers will be guided by the following principles:

### **Loyalty**

As staff and volunteers, we support the Mendocino County Museum's mission statement and values of public service and stewardship. All who work for or behalf of the Mendocino County Museum will conduct themselves in actions and words to reflect well on maintaining the good name, reputation, and services of the Mendocino County Museum.

### **Respect**

As Mendocino County Museum staff and volunteers, we will work collaboratively and treat others with dignity and respect. As such we also expect all Museum staff and volunteers to treat co-workers, volunteers, guests, vendors, contracted staff, and others with equity, respect and cooperation.

### **Confidentiality**

Confidential information such as keyed access, security codes, public research requests, personal contact information of Museum staff, Museum Advisory Board members, and volunteers is considered strictly confidential and is not to be shared with others or used in a manner that may cause harm or hardship.

### **Avoidance of Conflicts of Interest**

As Mendocino County Museum staff and volunteers, we will not use our positions for personal gain or to benefit another at the expense of the Museum, its mission, its reputation and public it serves. No individual may be connected to a personal interest, or benefit financially from working or having a volunteering affiliation with the Mendocino County Museum. Where conflicts of interest arise—actual, potential or perceived—the duty of loyalty must never be compromised. Furthermore, all Museum staff will be held

accountable to follow the Mendocino County Conflict of Interest Code which was adopted to protect the integrity of the County and its employees.

## **Conduct**

As staff and volunteers, we are representatives of the Mendocino County Museum. Therefore, we will conduct ourselves in a professional, courteous and welcoming manner. Staff and volunteers will follow all County of Mendocino Policies including the Policy Against Harassment (No. 23) and the Drug Free Workplace Policy (No. 24).

## **Preservation and Collection Care**

As staff and volunteers, we are dedicated to the preservation and protection of the Museum's collections. The collections and acquisitions of the Mendocino County Museum shall support our mission and public trust responsibilities. The Mendocino County Museum staff and volunteers will abide by the Mendocino County Museum Collection Policy practices and ensures that all collections are lawfully held, protected, secured, cared for and preserved, and in this regard, professional standards in collection management and care will be upheld in collections management, documentation, acquisition, deaccessioning, and loan activities.

## **Programs**

All Mendocino County Museum programs are created to support our mission and public trust responsibilities. Programs will be made accessible to the public and be consistent with our mission statement and financial and physical resources available. All revenue producing programs shall be compatible with the museum's mission, and promote the public good rather than individual financial gain.