

CODE OF ETHICS



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San Diego Air & Space Museum

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I. INTRODUCTION

A. Background

This ethical conduct code presumes the existence of a more fundamental code that is the foundation of civilized society. Each individual San Diego Air & Space Museum director, staff member, or volunteer, can use the guidelines set forth in this code to focus attention on issues as they arise. All of these categories of individuals are ethically obligated to ensure that the principles of this code are not violated on their behalf by the acts of others, and to ensure, as far as possible, that the acts of others do not place anyone connected with the Museum in a position of compromise or embarrassment.

Those responsible for the Museum must do more than avoid legal liability: they must take affirmative steps to maintain the Museum's integrity so as to warrant public confidence. They must act not only legally, but also ethically. This Code of Ethics, therefore, outlines ethical standards that frequently exceed legal minimums.

Loyalty to the mission of the Museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise, actual, potential, or perceived, the duty of loyalty must never be compromised. No individual may use his or her position in the Museum for personal gain or to benefit another at the expense of the Museum, its mission, its reputation, and the society it serves.

All officers and directors of this corporation are reminded that they are "fiduciaries." The word connotes the idea of trust and confidence. It contemplates good faith, rather than legal obligation, as a basis of the relationship.

It also includes those informal relationships which exist whenever one party trusts and relies on another, as well as technical fiduciary relations. A fiduciary is a person having a duty created by his undertaking, to act primarily for another's benefit in matters connected with such undertaking. In all things pertaining to the business of the Museum, officers, directors, and staff are working for the benefit of the San Diego Air & Space Museum and the public it serves.

B. San Diego Air & Space Museum Mission

Celebrate... Educate... Inspire!

Celebrate aviation and space flight history through preservation of significant artifacts, presentation of dynamic exhibits, and commemoration of the men and women who forged aerospace history.

Educate the public about the social and historical significance of aerospace technology and its promise for the future.

Inspire students to excel in technology, mathematics and the sciences, and encourage all visitors to become life-long learners in support of aerospace advancement.

C. Definitions

Museum Board of Directors: Members of the Board of Directors are unpaid volunteers who hold the ultimate fiduciary responsibility for the Museum and its assets, including

providing oversight to ensure that the Museum's assets are properly and effectively used for public purposes.

Staff: Paid employees of the Museum.

Volunteers: People who donate their time and expertise to pursue the goals of the Museum. Also included are Honorary Board members.

Committee members: Volunteers who donate their time and expertise to work on specific projects or areas of interest within the Museum.

Museum personnel: Collectively, the Board of Directors, staff, volunteers, and committee members as defined above.

II. THE MUSEUM'S COLLECTION

A. Collections Policy

The main focus of the Museum's collection (including both Curatorial and Library & Archives collections) is aviation-related materials with an emphasis on aerospace vehicles, events, and individuals primarily associated with the geographical area of California. The stewardship of the collection entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and appropriate disposition.

Thus, the Museum must ensure that:

- The collection in its custody supports its mission and public trust responsibilities
- The collections in its custody are protected, secure, unencumbered, cared for, and preserved
- Access to the collection and related information is permitted and regulated
- Acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of the artifact and discourages illicit trade in such materials
- Acquisition, disposal, and loan activities conform to the mission and public trust responsibilities
- Disposal of items in the collection through sale, trade, or research activities is solely for the advancement of the Museum's mission. Proceeds from the sale of items from the collection are to be used consistent with the established standards of the Museum's discipline and solely for acquisition or direct care of the remaining collection
- Collection-related activities promote the public good rather than individual financial gain
- Competing claims of ownership that may be asserted in connection with objects in its custody should be handled openly, seriously, responsively, and with respect for the dignity of all parties involved.

The Museum's *Collection Policy* and the *Library & Archives Collection Development Policy* are included as Appendices A and B, respectively.

B. Management, Maintenance, and Conservation

The Museum must be in control of its collection and know the location and the objects that it holds. Procedures must be established for the periodic evaluation of the condition of the collection for general and special maintenance. The physical care of the collection and its accessibility must be in keeping with professionally accepted standards.

C. Acquisition and Disposal

In the delicate area of acquisition and disposal of Museum objects, the Museum must weigh carefully the interests of the public for which it holds the collection in trust, the donor's intent in the broadest sense, the Museum's mission, and the availability of proper storage and maintenance controls.

Objects collected by the Museum shall be relevant to its mission, be accompanied by a valid legal title, preferably be unrestricted (but with any limitations clearly described in an instrument of conveyance), and be properly cataloged, conserved, stored, or exhibited.

When deaccessioning of an object, the Museum must determine that it has the legal right to do so. When mandatory restrictions accompany the acquisition, they must be observed, unless it can be clearly shown that adherence to such restrictions are impossible or substantially detrimental to the Museum. When conditions accompany the acquisition, they must be carefully considered, and consultation with the donor and/or heirs should be attempted.

The Museum must not allow objects from its collection to be acquired privately by any Museum personnel, or their representatives, unless they are sold publicly and with the complete disclosure of their history. Objects, materials, or supplies of trifling value, which the Museum cannot sell and that must be discarded, may be given by the curator(s) to anyone associated with the institution or to the public.

While the Board of Directors bears final responsibility for the collection, including the acquisition and disposal process, the San Diego Air & Space Museum staff and their technical associates are best qualified to assess the pertinence of an object to the Museum's collection or the Museum's programs. Only for clear and compelling reasons should an object be disposed of against the advice of the Museum's Curator or Archivist.

D. Appraisals

Museum personnel will not appraise any object that is to be offered to the Museum by an outside donor. The Museum may recommend to prospective donors where professional appraisals can be obtained, but the Museum will not directly involve itself with appraisals nor shall the Museum approve or disapprove of appraisal findings.

E. Truth in Presentation

The Museum must use its best efforts to ensure that exhibits are honest and objective expressions that do not perpetuate myths or stereotypes.

F. Programs

The Museum serves the public through its exhibits, research library, scholarship fund, publications, and educational activities. These programs further the Museum's mission and are responsive to the concerns, interests, and needs of society.

Because education in its broadest sense is the number one priority of the Museum, its public programs must reflect the highest standards of scholarship and intellectual integrity and promote the public good rather than individual financial gain. The Museum must also ensure that its programs support its mission, are accessible, and encourage participation by the widest possible audience consistent with its mission and resources. Revenue-producing activities and activities

that involve relationships with external entities must be compatible with the Museum's mission and support its public trust responsibilities.

III. MUSEUM PERSONNEL

A. General Department

In all activities, Museum personnel must act with integrity and in accordance with the most stringent ethical principles as well as the highest standards of objectivity. However, Museum directors and staff are entitled to a measure of personal independence equal to that granted comparable professionals in other disciplines. Because Museums enjoy high public esteem, Museum personnel are never completely separable from the Museum. Thus, any Museum-related action by the individual may reflect on the institution or be attributed to it. Museum personnel must be concerned not only with their true personal motivations and interests as they see them, but also the way in which such actions might be construed by the outside observer.

B. Conflict Of Interest

Directors and staff should never abuse their official position or their contacts within the outside community. Directors and staff shall be prepared to accept, as conditions of service, national museum standards to maintain public confidence in the San Diego Air & Space Museum and in the museum profession.

Museum personnel shall not attempt to act in their individual capacities unless expressly authorized to act so by the Board of Directors. Museum personnel shall work for the institution as a whole, and they shall not act solely as an advocate for particular activities or sub-units of the Museum.

Museum personnel shall maintain, in confidence, information learned during the course of their Museum activities when that information concerns the administration or activities of the Museum and when that information is not generally available to the public. Neither directors nor staff shall take personal advantage of information available to them because of their Board membership or employment. Should conflict develop between the needs of the individual and the Museum, those of the Museum will, in all cases, prevail. A separate, more extensive Conflict of Interest statement for Board members is included as Appendix C.

Museum personnel shall endeavor to conduct their activities, including those relating to persons closely associated with them, and to business or organizations, in such a way that no conflict will arise between the other interests and the policies, operations, or interests of the Museum.

Museum personnel who are privy to information that could benefit them personally, and in which the Museum itself has or may have an interest, should subordinate their interest to that of the Museum until the Board of Directors, after full disclosure, has decided the Museum has no interest. Museum personnel shall not take advantage of the information they receive during their service to the Museum if the personal use of such information could be financially detrimental to the Museum.

Museum personnel seeking Museum assistance, or the assistance of other Museum staff or volunteers, for personal needs should not expect that such help will be rendered to an extent greater than that available to a member of the general public in similar circumstances or with similar needs.

Museum personnel shall not accept tips, gifts, favors, discounts, loans, other dispensation, or things of value that might accrue to them from other parties in connection with carrying out their duties for the Museum.

Museum personnel, or persons close to them, whose interests conflict or appear to conflict with the interests of the Museum, shall make these interests a matter of record. The full Board, by majority decision, shall determine, from the information presented, the proper course of action in each individual case where conflict of interest may be involved.

C. Museum Property

Museum personnel shall use Museum property only for official purposes, and shall make no personal use of the Museum's collection, property, or services in a manner not available to a comparable member of the general public. Museum personnel, or persons close to them, or individuals who might act for them, shall not acquire objects from the collection of the Museum, except when the object and its source has been advertised, its full history made available, and it is clearly offered for sale in the public marketplace.

D. Personal Collections

Museum personnel shall disclose all circumstances regarding personal collections and collecting activities which parallel or compete with the collection activities of the Museum and shall refrain from such activities until the Board of Directors has decided that the Museum has no interest.

Museum personnel shall not use in their home, or for any other personal purpose, any object or item that is part of the Museum's collection or under the guardianship of the Museum.

E. Outside Employment and Consulting

All staff personal activity must be undertaken within the fundamental premise that the staff's primary responsibility is to the Museum, that the activity will not interfere with his or her ability to discharge this responsibility, and that it will not compromise the professional integrity of the staff employee or the reputation of the Museum.

Staff employees must disclose to the President/Chief Executive Officer or other appropriate superior the facts concerning any planned outside employment or consulting arrangements that are in any way related to the functions they perform for the Museum.

IV. MUSEUM MANAGEMENT POLICY

A. Professionalism

Members of the Museum's Board of Directors must respect the professional expertise of the staff. Collectively, the staff is most familiar with the Museum, its assets, and its visitors. As such, the staff should be heard by the Museum's Board on matters affecting the general long-term direction of the institution and its collection.

B. Personnel Practice and Equal Opportunity

In all matters related to staffing practices, the standard should be one's ability. In these matters, as well as Board member selection, management practices, volunteer opportunity, and relationships with the public at large, decisions shall not be made on the basis of discriminatory factors such as race, creed, sex, age, handicap, or personal orientation.

C. Volunteers

Volunteer participation is a strong Museum tradition, and the Museum can not exist without the contributions and personal involvement of devoted volunteers. The paid staff will be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training and opportunity for their intellectual enrichment. However, access to the Museum's inner activities is a privilege, and the lack of material compensation for effort expended on behalf of the Museum in no way frees the volunteer from adherence to the standards that apply to paid staff. Thus, the volunteers must work toward the betterment of the Museum and not for personal gain other than the natural gratification and enrichment inherent in Museum participation.

Although the Museum may accord special privileges, volunteers should not accept tips, gifts, favors, discounts, loans, other dispensations, or things of value that accrue to them from other parties in connection with carrying out their volunteer duties for the Museum. Conflict of interest restrictions placed upon the staff must be explained to volunteers and, where relevant, observed by them as well.

D. Political Activity

The Museum's premises shall not be utilized for the purpose of supporting, working, or campaigning for the nomination or election to any public office, be it partisan or non-partisan. Because the Museum receives some government funding, Museum personnel must be careful to keep such activities separate from work and on a strictly individual basis.

E. Harassment Prevention

The San Diego Air & Space Museum is committed to providing a workplace free of sexual harassment, as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, medical condition, marital status, handicap, or veteran status. The Museum strongly disapproves of and will not tolerate harassment of employees and/or volunteers by managers, supervisors, co-workers, or other volunteers. The Museum will also attempt to protect employees from harassment by visitors, vendors, and other non-employees in the Museum.

F. Health and Safety

The Museum is committed to conducting its operations with the highest regard for safe and healthful working conditions for Museum personnel and contractors, and for the protection of the general public. Standards of compliance with the current federal, state, and local occupational safety and health regulations are considered minimum guidelines for safety in the workplace. The Museum will make every effort to comply with the letter and the spirit of those standards to prevent accidents and injuries.

V. THE MUSEUM BOARD

A. General Responsibility

The Board of Directors holds the ultimate fiduciary responsibility for the Museum and for the protection and nurturing of its various assets, including the collection and related documentation, the physical plant, financial assets, and the staff. The Board is obliged to develop and define the purposes and related policies of the Museum, provide oversight, and ensure that all of the Museum's assets support the Museum's mission and are properly and effectively used for public purposes.

The Board has especially strong obligations to provide the proper environment for the physical security and preservation of the collection, and to monitor and develop the financial structure of the Museum so that it continues to exist as an institution of vitality and quality.

B. Governance

Museum governance, in its various forms, is a public trust responsible for the institution's service to society. The Board of Directors protects and enhances the Museum's collections and programs, as well as its physical, human, and financial resources. Thus, the governing authority, the Board of Directors, ensures that:

- All those who work for or on behalf of the Museum understand and support its mission and public trust responsibilities
- The Museum's collections and programs and its physical, human, and financial resources are protected, maintained, and developed in support of the Museum's mission
- The Museum is responsive to and represents the interests of society
- It maintains a relationship with staff in which shared roles are recognized and separate responsibilities respected
- Working relationships among all Museum personnel are based on equity and mutual respect
- Professional standards and practices inform and guide museum operations
- Policies are articulated and prudent oversight is practiced
- Governance promotes the public good rather than individual financial gain.

C. The Museum Board-President/CEO Relationship

Museum Board members should work with the President/CEO in all administrative matters, and deal with him openly and with candor. But, they should avoid giving directions to, acting on behalf of, communicating directly with, or soliciting administrative information directly from staff personnel, unless such actions are in accord with established procedure or the President/CEO is apprised. Staff members shall communicate with the Museum's Board through the President/CEO, but a procedure shall be understood to exist which allows staff personnel to bring grievances directly to the Chairman of the Museum Board. Board members must act as a full Board in appointing or dismissing the President/CEO, and the relationship between the President/CEO and Board must reflect the primacy of institutional goals over all personal or interpersonal considerations. The President/CEO will attend all Board meetings and important committee meetings except Executive Council and Board meetings directly concerning him or her.

The President/CEO has an obligation to provide the Museum's Board with current and complete financial information in comprehensible form, to bring before the Board any matters involving policy questions not already determined, and to keep the Board informed on a timely basis about all other significant or substantial matters, or intended actions directly or indirectly affecting the Museum.

The President/CEO must carry out the policies established by the Museum's Board and adhere to the budget approved by the Board annually. Whenever it is necessary to deviate from established policies or to alter or exceed budget guidelines, the President/CEO shall notify the Board in advance and request appropriate approval.

A Museum's success, growth and vitality depend largely upon its President/CEO, who gives the institution leadership, strength, and continuity. The President/CEO is the catalyst who gives the Board the desire to provide, the community the wish to partake, and the staff the incentive to perform. In this role, however, the President/CEO shall not assume more privilege than granted and must always go through proper channels or committees when proposing policy changes or Museum development.

The President/CEO needs the sound judgment and ideas of the Board in this increasingly complex business of running a Museum. In this regard, it is important, at all times, to keep in mind the definite division of responsibilities between the President/CEO and the Board: the Board establishes policy; the President/CEO oversees operations. The jobs are equal but divided, and this division should be the basis for communication and progress. Both parties embrace the same objective: to provide a properly run San Diego Air & Space Museum of the highest quality, and, in the process, to gain and maintain the mutual respect of all persons involved.

VI. AFTERWORD

A. Museum's Obligations

The San Diego Air & Space Museum, in the broadest sense, is an institution which holds its assets in trust for future generations. It acts as good stewards of donors' and members' trust by caring for its collection properly, interpreting the collection accurately, making the collection accessible, providing a wide variety of educational programs, and, generally, utilizing the contributors' generosity in a purposeful manner.

The Museum and its personnel will strive to comply with all the guidelines outlined in this code. In the case that ethical issues arise that are not covered, or seemingly covered, by the preceding guidelines, they will be brought to the attention of the Museum's Ethics Officer or the Chairman of the Museum Board.

To ensure these obligations are properly met, all Museum personnel shall be made aware of the provisions in this Code of Ethics. It is imperative that the Museum adhere to the highest standards expected of a major cultural and educational institution and be operated with the highest possible professionalism and integrity.

B. Supporting Documentation

Additional details of Museum policies and practices, particularly relating to the collection and employment, can be found in the following Museum documents:

2013: An Aerospace Odyssey [SDASM Strategic Plan], 2005

San Diego Air & Space Museum Collection Policy, 2007

San Diego Air & Space Museum Library & Archives Collection Development Policy, 2005

San Diego Air & Space Museum Code of Conduct and General Policies, 2007

San Diego Air & Space Museum Employee Handbook, 2007

Guidelines for Volunteers, 2007

C. Revision Note and Approval

This code is a revision of the *Code of Ethics for Mutual Respect*, March 1996.

CONFIRMATION OF RECEIPT

I hereby acknowledge receipt of my personal copy of the San Diego Air & Space Museum Code of Ethics. I agree to read the Code and comply with the standards, policies, and procedures defined or referenced in this document.

The information in this Code is subject to change. I understand that changes in Museum policies may supersede, modify, or render obsolete the information summarized in this Code. As the Museum provides updated policy information, I accept responsibility for reading and abiding by the changes.

Signature

Print Name

Date

Position Title