

Policy Name: Code of Conduct	Category: Human Resources	Policy #: 2021-04
Written By: Shawna Maurice	Approved By: Board of Directors	Date: May 12, 2021
Meeting Minutes that Include Approval: May 17, 2021		
This Policy Repeals: NA		
Date of Review: May 17, 2022		

POLICY STATEMENT

As a member of the provincial, national, and international museum community, the Chilliwack Museum and Historical Society is responsible for the tangible and intangible natural and cultural heritage of our community. It is our responsibility to maintain our collections and hold them in public trust for the benefit of society and its development. As a museum, we have an important duty to develop our educational role and attract wider audiences from the community we serve, continued interaction and promotion of heritage is integral to our educational responsibilities.

The Chilliwack Museum and Historical Society is dedicated to inspiring, engaging, and fostering a sense of place through the sharing of the diverse history of Chilliwack and its surrounding communities. We are committed to connecting our community to Chilliwack's history.

As team members of the Chilliwack Museum and Historical Society we are committed to our values of relevance, diversity, collaboration, accessibility, and education.

APPLICATION

This policy applies to all members of the Chilliwack Museum and Historical Society team including, the Board of Directors, the Executive Director, employees, members, and volunteers.

CONFLICTS OF INTEREST

To maintain an ethical work environment, our team members must act in an ethical manner, both in and out of the workplace.

Team members of the Chilliwack Museum and Historical Society shall avoid all activities which could be construed as an actual, potential, or perceived conflict of interest with respect to the Society.

Team Members must not use their affiliation with the museum for personal gain or to benefit any third party.

Team members are required to disclose business and personal activities where there may be a potential conflict of interest.

Team members must not accept gifts, favours, loans, or items of value that are offered in connection to their duties for the organization. Monetary gifts will be turned over to the Chilliwack Museum and Historical Society.

HARASSMENT

The Chilliwack Museum and Historical Society is committed to providing a workplace that is free from discrimination and harassment for all.

The Human Rights Code of BC lists the following personal characteristics as a basis of discrimination and harassment:

- Race
- Colour
- Ancestry
- Place of Origin
- Political Belief
- Religion
- Marital Status
- Family Status
- Physical or Mental Disability
- Sex or Sexual Orientation
- Age
- Criminal or summary conviction offence unrelated to employment

Harassment, bullying, or discrimination will not be tolerated at the Chilliwack Museum and Historical Society, and to take part in such actions may result in immediate termination. These same actions will result in immediate expulsion from Membership for all members, including the Board of Directors.

The Chilliwack Museum and Historical Society has developed and implemented a detailed Anti-harassment procedure.

CONFIDENTIAL INFORMATION

Team members of the Chilliwack Museum and Historical society should avoid the careless or deliberate disclosure of any information received as a result of their position. It is our duty to respect the privacy of donors, lenders, members of the public, and other cultural institutions.

PROTECTION OF PRIVACY AND FREEDOM OF INFORMATION

The Chilliwack Museum and Historical Society will comply with all requirements of the *Freedom of Information and Protection of Privacy Act* (FIPPA) to protect personal information.

COMPLIANCE WITH LAWS

The Chilliwack Museum and Historical Society is committed to full compliance with the laws of our province and country. Should a conflict arise between any document presented in the Human Resources Manual and the applicable laws as dictated in the BC Employment Standards Act, the Human Rights Code of BC, the BC Workers Compensation Act, the Protection of Privacy and the Freedom of Information Act, or any of the legal document, the legal document shall be deemed correct.

REVIEW

The Chilliwack Museum and Historical Society will review this policy annually at minimum, or as required, and will make necessary adjustments to ensure that it meets the needs of all associated with the Chilliwack Museum and Historical Society.

REFERENCES AND LEGISLATION

1. Canadian Museums Association Ethical Guidelines 1999, Canadian Museums Association, Ottawa, 2006.
2. ICOM Code of Ethics for Museums, International Council of Museums, 2017.
3. Human Rights Code of British Columbia

Employee Acknowledgement

This will confirm that I have received the current edition of the Chilliwack Museum and Historical Society **Code of Conduct**. By signing this document, I agree that I have read the associated policies and procedures, understand their content, and have sought clarification if needed. A copy of this acknowledgement will be kept in your personnel file.

Employee Name (Print)

Supervisor Name (Print)

Employee Signature

Supervisor Signature

Date

Date