

**PHMC ASSOCIATE GROUPS**

**CODE OF ETHICS**

**Eckley Miners' Village Associates**

Adopted: June 1, 2015

## **PHMC ASSOCIATE GROUPS**

### **CODE OF ETHICS**

The mission of Eckley Miners' Village Associates is to promote, preserve, and interpret the history of the anthracite region of Northeastern Pennsylvania in cooperation with the PHMC and its facility, Eckley Miners Village.

Eckley Miners' Village Associates operates under contract to the Pennsylvania Historical and Museum Commission (PHMC) through the establishment of an Associate Agreement and Annual Program Agreement. The purpose of PHMC's associate groups is to assist financially and otherwise cooperate with the Commission in the development, support, and operation of its historic sites and museums.

An Institutional Code of Ethics describes a series of values that demonstrate the Eckley Miners' Village Associates commitment to public accountability and ethical practices so as to preserve and protect the public trust, and the standards as set forth by its 501(c)3 status. A Code of Ethics Statement puts the interest of the public ahead of the interests of the institution or any individual.

This Code of Ethics is modeled on the PHMC Code of Ethics (adopted September 21, 2005) and supplemented by best practices provided by the American Alliance of Museums, The American Association for State and Local History, and the Pennsylvania Association of Nonprofit Organizations.

This Code of Ethics applies to all who work for, on behalf of, or in partnership with Eckley Miners' Village Associates.

#### **Accountability**

- Maintaining the public's trust in Eckley Miners' Village Associates requires that its actions and activities are conducted in accordance with all applicable Pennsylvania and Federal laws and Commonwealth policies and procedures.
- Eckley Miners' Village Associates is required to adopt a unique code of ethics. In addition each Associate Group is to adopt a conflict of interest, whistleblower and records retention policy.
- All resources will be used in an effective and efficient manner to achieve results that further - Eckley Miners' Village Associates mission and in accordance with all applicable policies and procedures. Eckley Miners' Village Associates will maintain accurate and appropriate financial records in keeping with legal and tax requirements and principles of sound fiscal management.
- Eckley Miners' Village Associates policies and policy decisions are clearly communicated to PHMC, officials, employees, and volunteers (where appropriate) and Eckley Miners' Village Associates Board of Directors ensures policy compliance.
- Members of the Board of Directors adhere to the strategic agenda and policies set forth by PHMC and their own duly enacted policies.

- Members of the Board of Directors fulfill their role by providing the strategic agenda and policy for Eckley Miners' Village Associates employees and volunteers to implement in a manner that promotes clear and responsible decision-making, and encourages good communication and clear responsibilities in partnership with PHMC, staff members and volunteers.
- Employees of Eckley Miners' Village Associates are prohibited from serving as a PHMC Commission member and/or an elected Board member of Eckley Miners' Village Associates.
- No activities will be undertaken that violate or compromise the integrity of the missions of PHMC and Eckley Miners' Village, the ability of PHMC, Eckley Miners' Village Associates or individuals to meet professional standards or Eckley Miners' Village Associate's not-for-profit or tax exempt status.

### **Individual Conflict of Interest**

- Officials, employees, and volunteers will refrain from activities which create the appearance or reality of a conflict of interest between Eckley Miners' Village Associate's public trust responsibilities and their individual, political or business interests. Possible conflicts of interest will be dealt with openly and resolved in favor of the public trust responsibilities of an Eckley Miners' Village Associates and PHMC.
- Board members, employees and volunteers of Eckley Miners' Village Associates should not engage in any activity that is or appears to be in conflict with PHMC's mandate and statutory authority to collect historical, architectural, prehistoric and artistic artifacts, records, papers, historical documentation and scientific specimens that are associated with Eckley Miners' Village.
- Board members, employees and volunteers of Eckley Miners' Village Associates should not engage in activities that place them in competition with the PHMC's or the Eckley Miners' Village's collection policy. Also see Exhibit A, PHMC Accessioning Policies and Procedures, which includes an Ethics Statement for Accessioning Practices.
- Board members, employees and volunteers of Eckley Miners' Village Associates should not use their position with Eckley Miners' Village Associates to influence others for private benefit or to profit from information regarding collections or privileged access to or control of historic resources.

### **Duty to Disclose**

- As required by Sarbanes Oxley Act of 2002 for Non-profit Organizations, Eckley Miners' Village Associates will develop and periodically review the following policies: Conflict of Interest (Exhibit B), Whistleblower (Exhibit C), and Records Retention (Exhibit D). Exhibits B, C, and D are to be used as templates.
- In connection with any actual or possible conflict of interest, Board members and employees of Eckley Miners' Village Associates must disclose the existence of any personal interest and provide all relevant information. The Board of Directors will decide whether there is or appears to be a conflict of interest for individual Board members, employees and volunteers; this ruling will in turn be reviewed and approved by a PHMC designee.
- To ensure that Eckley Miners' Village Associates understands and fulfills its trusteeship and acts corporately, not as individuals, a Conflict of Interest Statement will be signed by all Board members and employees annually.

## **Management**

- Eckley Miners' Village Associates will foster a collegial and creative institutional culture that encourages and celebrates excellence, collaboration, productivity and public service. Working relationships will be based on equity and mutual respect for the separate responsibilities of officials, employees, and volunteers.
- Eckley Miners' Village Associate's Board of Directors ensures that all those who work for or on behalf of its organization understand and support its mission and public trust responsibilities.
- Eckley Miners' Village Associate's Board of Directors supports the mission of Eckley Miners' Village through the protection, maintenance and development of collections, programs, reputations and assets (human, financial, physical, historical or otherwise).
- Eckley Miners' Village Associate's Board of Directors works to secure financial, human and other resources for the benefit of its organization and Eckley Miners' Village.
- Eckley Miners' Village Associate's Board of Directors ensures proper delegation of responsibility and works to properly delegate responsibilities within its organization.
- Eckley Miners' Village Associate's Board of Directors establishes policies and procedures that are periodically reviewed to ensure continued compliance with legal, ethical and professional standards.
- The various professions represented among' Eckley Miners' Village Associate's Board members, employees, and volunteers have also developed codes of ethics and/or professional standards. Eckley Miners' Village Associate's operations will be guided by the appropriate professional standards and by the museum standards promoted by PHMC and set forth by the American Alliance of Museums and the American Association for State and Local History.
- Partner organizations and agencies will be involved in planning of projects that they are supporting (e.g. exhibitions, publications, or programs) as appropriate, but Eckley Miners' Village Associates may not delegate, abrogate or influence control of a product in order to obtain financial support or personal advantage.

## **Historical Resources**

- Eckley Miners' Village Associates works with PHMC to ensure that collections-related activities promote the public good rather than individual financial gain.
- Eckley Miners' Village Associates works with PHMC to manage the agency's historical resources in accordance with comprehensive policies adopted by the Commission. These policies outline the procedures for collections access, acquisition, deletion (deaccession) and loans. Professional standards for storing, exhibiting, conserving, and documenting collections will guide operations and planning.

## **Access**

- As a charitable non-profit organization, Eckley Miners' Village Associates operates for public purposes with public support. Eckley Miners' Village Associates will provide the public with information about its mission, program activities and finances.

## **Interpretation/Programming**

- Interpretation and publications reflect sound scholarship and thorough research. Eckley Miners' Village Associates in partnership with PHMC site staff will demonstrate consistent high quality in its interpretive activities and will actively include appropriate scholars in program, exhibit and interpretive planning.
- Eckley Miners' Village Associates programs and exhibits reflect the cultural and historical context of the subject matter and recognize the potential for multiple interpretations. Discussion and debate of historical interpretation is encouraged and supported.
- Eckley Miners' Village Associates programs support the missions of PHMC and Eckley Miners' Village and respect pluralistic values, traditions and concerns.
- Eckley Miners' Village Associates adheres to PHMC's overall educational goals, philosophy and messages and uses techniques, technologies and methods appropriate to demonstrate that its activities are in alignment with them and appropriate to their audience and resources.
- Consumptive use of collections as part of programs, and/or interpretation is discouraged and will involve only collections designated "for-use" in accordance with PHMC's established collections management policies.
- Eckley Miners' Village Associates in partnership with PHMC site staff will assess the effectiveness of its interpretive activities and uses the results to plan and improve future activities.