

# Alutiiq Heritage Foundation Code of Ethics

Alutiiq Museum • 215 Mission Road, Suite 101 • Kodiak, Alaska 99615 • 844-425-8844 • FAX 1-866-335-7767



## I. VALUE STATEMENT

*We believe in...*

### **Commitment**

We must ensure an excellent experience for our visitors. Excelling at our work, our relationships within our community, and the delivery of our programs conveys our commitment to our visitors and our mission of preserving and sharing the Alutiiq culture. Our wise use of resources and our innovative public programming demonstrate, through our actions, our commitment to this mission.

### **Responsibility**

We must ensure a safe and sustainable institution for the public, our collections and our staff, volunteers, and Board Members. Valuing and respecting our employees, donors, volunteers, visitors and our environment is essential to our mission. The Alutiiq Museum is a nationally recognized institution known for its education and research and it is at the forefront of efforts to explore cultural heritage from a Native perspective.

### **Education**

We strive to inspire appreciation and respect for Alutiiq culture while we inform and engage the public. We accomplish that goal through delivering Alutiiq culture-based activities to school-aged and preschool children, their families, teachers, and adults in the community.

### **Diversity**

We must reach and excite a broad range of local, national, and international visitors. We offer unique opportunities for people of Alutiiq and non-Alutiiq descent to experience aspects of this rich culture that encourage understanding and the celebration of diversity.

### **Integrity**

We must support a culture of openness and trust by clearly establishing and defining areas of responsibility and best business practices while adhering to the highest standards of ethical conduct.

## II. CODE OF ETHICS

The Alutiiq Museum subscribes to the American Association of Museums general Code of Ethics for Museums.

The Alutiiq Museum's own code of ethics arises from its values of honor, fairness, and respect for everyone. The Alutiiq Museum maintains the highest possible standards both within the organization and in its dealings with others.

The Alutiiq Museum must never endanger its sound reputation, developed since its inception through transparency, best practices, and innovation. Its leaders have always been part of the Alutiiq community. They have helped to secure resources, provide direction and oversight, implement programs, and supply the vision that has made the Alutiiq Museum a leader among Native-run and small museums around the country. We must always continue doing so.

In support of its mission, vision, and values, the Alutiiq Museum requires its employees, volunteers, and Board Members to support its ethics policy:

- By maintaining the Alutiiq Museum's dedication to the preservation and sharing of the Alutiiq culture.
- By practicing diplomacy when dealing with fellow employees, volunteers, suppliers, competitors, and visitors.
- By treating all people with consideration.
- By acting with integrity and in accordance with the most stringent ethical principles for personal and professional conduct as well as maintaining the highest standards of scientific objectivity.
- By complying with all applicable laws and regulations.
- By maintaining the confidentiality of sensitive information except when legally obligated to disclose.
- By providing accurate, timely, clear, and objective information to constituents.
- By ensuring the effective and efficient use of museum resources.
- By accepting responsibility for our choices and accepting criticism gracefully.

### **III. CONFLICT OF INTEREST**

In establishing standards of professional conduct, it is important that Alutiiq Museum employees, volunteers and Board Members avoid not only actual conflicts of interest but also the appearance of conflicts of interest.

The American Association of Museums Code of Ethics for Museums states: "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 a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation, and the society it serves." The Alutiiq Heritage Foundation adopts this statement.

It is the continuing responsibility of all Board and staff members and volunteers to evaluate both their work activities and their outside business interests and relationships for any potential or actual conflicts of interest with respect to the Alutiiq Museum.

Determining whether a conflict of interest exists is not always easy. Employees with a conflict-of-interest question should seek advice from a manager or the museum's human resources officer. Any potential conflicts in any activity should be disclosed as soon as a potential conflict is identified, ideally before engaging in an activity, relationship, or transaction that might create a conflict of interest.

A decision regarding whether a conflict exists will be made by the Executive Director or Board, depending on those involved. The Executive Director shall evaluate actual or

potential conflicts of interest among staff members. The Board shall evaluate actual or potential conflicts of interest among Board members. The concerned staff or Board Member may not participate in that decision. It is the responsibility of the Executive Director or the Board to determine the appropriate resolution to any potential or actual conflict of interest following the policies of the Alutiiq Heritage Foundation.

#### **IV. OUR BOARD**

The Alutiiq Heritage Foundation is committed to maintaining a Board of directors that values diversity, innovation, and ingenuity. All Board activities are intended to create a respectful atmosphere where every individual has the opportunity to serve the Alutiiq Museum to their full potential. We aspire to make Board service a source of great satisfaction.

Board members must be unequivocally loyal to the purposes of the Alutiiq Museum. Each must understand and respect the basic documents that provide for the museum's establishment and governance.

Each Board member must devote time and attention to the affairs of the institution. Each shares responsibility for ensuring that the museum and the Board act in accordance with the museum's basic documents and within state and federal laws. Board members must ensure that no Board policy or activity jeopardizes the nonprofit status of the museum or reflects unfavorably upon the museum as an institution devoted to public service.

Board members shall work for the institution as a whole and not solely as an advocate for the organization that appoints them to the museum's Board.

Board members shall not expect staff assistance for personal needs beyond that available to members of the general public.

#### **V. OUR STAFF**

The Alutiiq Museum is committed to a work environment that values diversity, innovation, and ingenuity. All personnel policies and museum activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential. We aspire to make employment at the Alutiiq Museum a source of great personal and professional satisfaction.

Staff members must be unequivocally loyal to the purposes of the Alutiiq Museum. Each must understand, respect, and uphold the Board policies enacted to govern the museum's operations.

Staff are encouraged to participate in voluntary outside activities with community groups and public service organizations. Staff and volunteers may not use their title or affiliation in such activities, including the use of the Alutiiq Museum name or logo, except as approved by their supervisor.

#### **VI. OUR VOLUNTEERS**

Alutiiq Museum staff must be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training and opportunity for the volunteer's intellectual enrichment.

Access to the Alutiiq Museum's inner activities is a privilege. Lack of material compensation for effort expended on behalf of the museum in no way frees volunteers from adherence to the standards that apply to paid staff. The volunteer must work toward the betterment of the Alutiiq Museum and not for any personal gain other than the

natural gratification and enrichment inherent in volunteering.

Conflict of interest restrictions placed upon staff must be explained to volunteers and, where relevant, observed by them.

## **VII. OUR VISITORS**

The museum is committed to providing a visitor experience that exceeds expectations and creates respect and enthusiasm for Alutiiq culture among people of all heritages. Visitation in the museum's exhibit gallery must be based on equity of access, fairness to all visitors, and responsible adherence to our mission. All visitors should have the ability to have a meaningful experience in the gallery.

## **VIII. COLLECTING**

The Alutiiq Heritage Foundation has codified its policies regarding the ethical administration of collections – including sacred objects and human remains – in the Alutiiq Heritage Foundation Collections Policy. Please consult this policy for discussions regarding the ethical stewardship of collections, personal collecting of both archaeological materials and contemporary works, collections appraisals, and the treatment of deaccessioned items.

Additionally, staff members may not use their position, work time, work-supported travel opportunities, or access to transportation provided by the museum to collect materials for personal use. This includes both natural materials and human-made objects not intended for the museum's collection or use in museum programs. Any materials collected during museum-sponsored projects or travel are the property of the museum. Staff may use their discretion to collect materials that do not have a monetary value.

## **IX. CREATIVE ACTIVITIES**

Alutiiq Museum Board members, employees, and volunteers who are creative artists must perform these activities in ways that do not compromise their status with the museum or harm the public perception of the museum.

All creative works produced by museum Board Members, employees, and volunteers with museum resources (e.g., cameras, computers, supplies), during or as part of a museum function, are the property of the museum, and in some cases, the funder of a museum project. Museum-owned creative works may not be used by Board Members, employees, and volunteers for financial gain. Creative works include, but are not limited to photographs, videos, graphic designs, paintings, sketches, three-dimensional art pieces, and written works. Creative artists are entitled to make copies or take pictures of their works for non-commercial, personal uses (e.g., display on a personal website or use in a portfolio)

The exceptions to this provision are works created by contractors (e.g., artists in residence, instructors) under a written agreement with the museum, or works created by Board Members, employees, or volunteers with personally owned equipment and materials on personal time, outside the workday (e.g., during off hours while on museum sponsored travel). Such works remain the personal property of the museum's Board Members, employees, and volunteers.

The museum recognizes the right of its Board Members, employees, and volunteers to pursue creative projects. However, these pursuits must be fully independent of museum activities. Board Members, employees, and volunteers may not use their museum positions to share, distribute, or sell their creative works and services or to promote themselves personally. As such, Board Members, employees, and volunteers must be

aware of situations where conflicts of interest may arise. These situations include but are not limited to;

(1) Exhibition: As exhibition in a museum enhances the value of artwork, the Alutiiq Museum will only exhibit works by Board Members, employees, and volunteers when the selection of those works can be shown to be unbiased and transparent. The Alutiiq Heritage Foundation has further codified its policies regarding the administration of exhibits in the Alutiiq Heritage Foundation Exhibition Policy.

(2) Display: Creative works by Board Members, employees, and volunteers produced or selected as display components (e.g., an artifact replica, a photograph), will be labeled Alutiiq Museum Replica, Alutiiq Museum Photo, etc. to avoid promoting the individuals who govern, work, and volunteer for the museum.

(3) Requests for Information and Assistance:

- When Board Members, employees, or volunteers create works (e.g., photos, written work, graphics, etc.) for publication by other organizations as a function of their museum position, the author/creator of the work and the museum shall both be credited.
- When approached by individuals or organizations for assistance with a project, Board Members, employees, or volunteers may not offer their own creative works or services as alternatives for the museum's collections, products, or services.

(4) Museum Products: When Board Members, employees, or volunteers create works (e.g., photos, written work, graphics, etc.) for use by the Alutiiq Museum (e.g., newsletter articles, brochures, website postings, press materials, exhibit scripts, lesson plans, store merchandise [excluding scholarly works], etc.) as a function of their museum position these works shall not be credited unless there is a compelling reason to do so (e.g., identifying the author of an article written in the first person).

(5) Museum Store Sales: As stated in the Alutiiq Museum Store Policy, items created by Board and staff members may not be sold in the Museum Store, or through a museum store-sponsored event, to avoid any possible perception of a conflict of interest.

The museum store also recognizes its ethical responsibility to protect archaeological and paleontological sites and will not purchase, consign or sell artwork that includes archaeological or paleontological materials even if these materials have been legally obtained.

## **X. SCHOLARSHIP**

The Alutiiq Heritage Foundation Board of Directors respects academic freedom and the right of free expression. The museum requires tolerance for the expression of ideas and opinions even though they may be objectionable to some. However, in all Alutiiq Museum activities, ideas and opinions must be expressed in a manner that does not create an intimidating, hostile, or offensive working or learning environment.

The Alutiiq Heritage Foundation Board of Directors encourages academic research related to its mission. All research documentation (e.g., photographs, recordings, archival

materials, notes, sketches, and transcripts) accrued or developed on Alutiiq Museum time or with Alutiiq Museum equipment and supplies, subsequent to acquisition or within the acquisition process, is the property of the Alutiiq Museum. Research documentation may also be the property of a funder of a museum research project. Research documentation may not be used by Board Members, staff members or volunteers for financial gain.

The Museum will not restrain or restrict Board Members, employees or volunteers in the non-profit, scholarly use of their own field notes or research photographs. Alutiiq Museum Board Members, employees, and volunteers are entitled to copies of their own field notes and research photographs and to publish the results of museum research as independent scholars. However, the use of museum time for research, and the preparation of research-based publications, must be approved by the researcher's supervisor. Remuneration for scholarship based on museum research but created on personal time must be approved by the researcher's supervisor.

## **XI. AUTHORSHIP**

The Alutiiq Heritage Foundation recognizes that publications, presentations, and digital resources are a central means of sharing information with the larger community of researchers and the public. They allow the results of research to be evaluated, reproduced, and used as a foundation for future investigation. Because publications, presentations, and digital resources also recognize those who have contributed to research, they must appropriately credit those who created the work. Thus, authorship and the relative position of an author's name in the list of authors are important parts of the integrity of the research process.

For each individual, the privilege of authorship should be based on a significant intellectual contribution to a study, as well as a willingness to assume responsibility for the study. To author a publication, presentation (book, article, paper, technical report, lectures, conference paper, or other scholarly work), or digital resource through the museum or as a museum representative all contributors shall:

- Make a substantial intellectual contribution to the manuscript. This may include contributions to research design, data collection, and /or analysis.
- Participate in preparing the manuscript by writing, editing, and approving the final manuscript for publication.
- Know enough about the research to respond accurately to questions and requests for more information, and defend the content of the publication should questions or criticisms be raised.

The lead (first listed) author(s) of a museum publication, presentation, or digital resource shall:

- Take direct responsibility for the manuscript, including its preparation, submission for publication, review, revision, presentation to the public, and distribution.
- Ensure the integrity of the work.
- Ensure that all appropriate individuals are included as authors.

All researchers who meet the criteria for authorship shall be listed as authors on the publications, presentations, or digital resources to which they contribute unless they elect not to appear.

Individuals who do not meet the criteria for authorship, but who have assisted research by their encouragement, advice, technical assistance, logistical support, or financial backing should be acknowledged in the text but not be listed as authors. Acquisition of funding, collection of data, or general supervision of research does not justify authorship.

Museum Board members and employees shall not offer authorship as a gift to others who do not provide a significant intellectual contribution to museum publications, accept gifts of authorship for publications, presentations, or digital resources they have not contributed to intellectually, or assume authorship of any work that is not their own.

## **XII. PRIVACY**

The Alutiiq Heritage Foundation is committed to protecting the privacy and confidentiality of its patrons. Alutiiq Museum patrons must be able to participate in programs, use museum resources, conduct research, work with staff members, ask questions, and make purchases without fear of scrutiny or reprisal.

In all operations, the Alutiiq Museum will collect and manage its patrons' personal information judiciously—with concern for security and confidentiality. The museum will maintain and make publicly available a privacy statement that outlines the organization's procedures for managing patrons' personal information.

The Alutiiq Museum will not sell its patron's personal information to others. Staff members are prohibited from accessing or using any patron's personal data for any purpose other than providing a museum service.

Patrons have the right to open inquiry in the museum's library and collections. The Alutiiq Museum will not share information on the specific collections consulted by its patrons unless the patron agrees (e.g., gaining permission for collections use from a loaner) or there is a compelling reason to do so (e.g., a safety or security issue, a subpoena). The Alutiiq Heritage Foundation's collections and library policies further describe the museum's commitment to supporting the privacy of researchers.

Participation in all Alutiiq Museum activities, including communications, evaluations, and surveys, is voluntary. Patrons may choose not to participate in any activity or may opt out at any time. This includes opting out of personal data collection, correcting their personal data, and requesting that their personal data be expunged from the museum's records.

## **XIII. GIFTS**

It is the Alutiiq Heritage Foundation's policy that no gift obligate the recipient to take or not take certain actions on behalf of the Alutiiq Museum.

No Board Member, staff member, or volunteer may accept or gain any personal economic gain from grantors, vendors, suppliers, or consultants who have existing or proposed relationships with the Alutiiq Museum. It is permissible to accept personal gifts of nominal value (e.g., mug, t-shirts, book, flowers worth less than \$70). However, gifts of money are not permitted.

Gifts of meals, refreshments, entertainment, and other business courtesies may be accepted if they are:

- Not excessive or lavish
- Infrequent
- The person accepting a meal, a ride, or other courtesy does not charge the museum for the cost. For example, employees may not request per diem for a meal or reimbursement for a ride provided as a gift.

In situations where declining a personal gift would be awkward or offensive, the gift may be accepted on behalf of the museum, with the approval of the Executive Director. Gifts intended for the collection are exempt from this policy. All giving to the museum's collections must follow the Alutiiq Heritage Foundation's Collections Policy.

To avoid the appearance of a conflict of interest, no Board or staff member, or their immediate family (parent, guardian, child, spouse), can receive a gift from an Alutiiq Museum giveaway (e.g., a raffle prize, a door prize).

**XIV. OUTSIDE CONSULTING**

The Alutiiq Heritage Foundation has codified its policies regarding Outside Consulting by employees in its personnel policy. This document directs staff interested in outside consultation/employment to receive prior written approval from the Executive Director for any such activity. The Executive Director shall receive prior approval for his/her participation in outside consulting from the Alutiiq Heritage Foundation Board of Directors. This is to ensure that no conflict of interest or appearance of a conflict of interest exists and to ensure that the activities do not result in the unauthorized disclosure of confidential information or unapproved transfer of Museum intellectual property.

Furthermore, no staff member may use Alutiiq Museum personnel, supplies, equipment, or services for outside commitments in a way that depletes Museum resources without prior approval and payment of a reasonable fee. Prior approval and agreement for payment terms must be obtained from the Executive Director or Board of Directors.

**XV. WORKING WITH RELATIVES**

For the purposes of this policy, relatives are immediate family members (parent, guardian, child, spouse). Even if working with a relative is legal, it may create a conflict of interest or the appearance of a conflict of interest. Alutiiq Museum Board and staff members must be aware of such conflicts and work to avoid them.

ACTIVITY	GUIDANCE
Prize Drawings	Immediate family members of Alutiiq Museum Board and staff members are not eligible to participate in museum giveaways.
Program Participation	Immediate family members of Alutiiq Museum Board and staff members are welcome to participate in museum programs. If participation requires a competitive application, no related Board or staff member may participate in or influence the selection process.
Exhibits	Immediate family members of Board and staff members may exhibit their work in the museum, following the Board's exhibition policy, if the related Board or staff member has no involvement or influence over the exhibit development process.
Contributing to Collections	Immediate family members of Board and staff members may offer items to the museum's collections, following the process outlined in the Board's collections policy, if the related Board or staff member has no involvement with the acquisition process.
Museum Store Sales	Immediate family members of Board and staff members may sell and consign their artwork in the Alutiiq Museum Store as long as the related Board or staff member does



	not participate in or influence the selection, pricing, management, or promotion of the artwork.
Contracting	Immediate family members of Board and staff members may be contracted by the Alutiiq Museum following the procedures outlined in the Board's procurement policy, Related Board or staff members may not be involved or influence in the contract award process. Moreover, staff members may not directly supervise a contract that involves a family member.

Guidance on hiring relatives is provided in the Board's personnel policy and applies to any person related by blood or marriage to a museum employee. Relatives of current employees may not occupy a position in which they will be working directly for or supervising their relative. Please see the personnel policy for additional guidance.

In cases where a funder or project partner has a stricter policy on working with family members, the museum will follow those stricter rules.

With careful consideration, exceptions to working with relatives can be made. A staff member who wishes to collaborate on a museum project with an immediate family member of a museum Board or staff member should outline the situation in a memo to the Executive Director. If the conflict is with the Executive Director's family, the Executive Director will write a memo to the Board for consideration. The memo should identify the conflict of interest and why it is in the Alutiiq Museum's best interest to work with the family member (e.g., the person possesses unique cultural knowledge).

#### **XV. REPORTING ETHICS VIOLATIONS**

Employees or volunteers who have questions or concerns regarding compliance with this policy should follow the detailed methods for problem resolution outlined in the Alutiiq Museum's personnel policy. If the concern is with the Executive Director or a Board Member, the Alutiiq Heritage Foundation's Executive Committee should be consulted.

Reports of suspected violations of law or policy and any reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The investigating parties will notify the concerned individuals of their findings directly.

#### **XVI. REVIEW**

Formal review of this policy will take place at a minimum of once every five years from the date of last review. Proposed changes or amendments will be brought to the attention of the Alutiiq Heritage Foundation's Board of Directors by the museum's Executive Director. The AHF Board shall review the proposed changes and enact any revisions they believe to be necessary.

This policy was first adopted by the Alutiiq Heritage Foundation Board of Directors on March 2009. It was amended on December 14, 2010, on May 21, 2019, and again on December 5, 2023.