

# WSHS Executive Policy

## Chapter 1: Executive Policy and Procedure

## Policy 1-1

*Resource Contact:* Director of Human Resources and Administration

<i>References:</i>	RCW 42.30	<i>Effective:</i>	March 7, 2003
	RCW 42.52	<i>Revised:</i>	April 3, 2018
	RCW 42.56		
	Public Law 101-601		

## Ethics

**Purpose:** The purpose of this policy is to:

1. Establish standards and guidelines for ethical conduct and principles of public service for employees that protect the public trust and promote the public interest.
2. Provide employees with information and guidance regarding ethical conduct.

**Application:** This policy applies to the Board of Trustees, all employees and volunteers of Washington State Historical Society.

*These policies were written to meet accreditation requirements for the American Association of Museums. In the event of any inconsistency in these policies with federal or state law, the inconsistency shall be resolved by giving precedence to applicable federal and state law, rule, or regulation.*

### 1. General Statement of Institutional Ethics

The Washington State Historical Society embraces the code of institutional ethics outlined by the Museums Association of the United Kingdom which has the following core tenants:

#### Public Engagement and Public Benefit

Museums and those who work in and with them should:

- a. Actively engage and work in partnership with existing audiences and reach out to new and diverse audiences
- b. Treat everyone equally, with honesty and respect
- c. Provide and generate accurate information for and with the public
- d. Support freedom of speech and debate
- e. Use collections for public benefit – for learning, inspiration and enjoyment

#### Stewardship of Collections

Museums and those who work in and with them should:

- a. Maintain and develop collections for current and future generations
- b. Acquire, care for, exhibit and loan collections with transparency and competency in order to generate knowledge and engage the public with collections
- c. Treat museum collections as cultural, scientific or historic assets, not financial assets

#### Individual and Institutional Integrity

Museums and those who work in and with them should:

- a. Act in the public interest in all areas of work

APPROVED  
Executive Ethics Board

Date: May 11, 2018

- b. Uphold the highest level of institutional integrity and personal conduct at all times
- c. Build respectful and transparent relationships with partner organizations, governing bodies, staff and volunteers to ensure public trust in the museum’s activities.

Additionally, the Washington State Historical Society embraces the following aspects of the American Association of State and Local History code of ethics with regard to the following:

Access

Access to historical resources is what gives preservation activities their meaning. Providing nondiscriminatory access to historical resources through exhibitions, tours, educational programs, publications, electronic media, and research is critical in fulfilling the public trust and mission of history organizations. Access and limitations of access are governed by institutional policies and by applicable rights of privacy, ownership, and intellectual freedom.

Interpretation

Historical interpretation may be presented in a variety of formats.

- a. All interpretation must be based upon sound scholarship and thorough research.
- b. Intellectually and scholarly honest interpretation reflects the cultural and temporal context of the subject matter and recognizes the potential for multiple interpretations.
- c. Interpretation must use a method of delivery (historic marker, exhibit, book, program, etc.) that takes into consideration both the intended audience and the results of sound scholarship and thorough research.
- d. History organizations and agencies shall act to ensure that the breadth of American cultural experiences and perspectives is represented accurately in all programming and interpretations.
- e. History organizations shall work towards inclusiveness with the goals of social responsibility and respect for different cultures and peoples.

**2. Statement of Ethics for WSHS Trustees**

---

TRUSTEE RESPONSIBILITIES FOR HISTORICAL SOCIETY GOVERNANCE

General Responsibility

The Board of Trustees of the Washington State Historical Society (WSHS) is the governing body of the Society. As such, it serves the public interest as it relates to WSHS and is accountable to the public as well as to WSHS. In most cases the Board acts as the ultimate legal entity for WSHS and is responsible for making and maintaining its general policies, standards, condition, and operational continuity. WSHS Trustees must be loyal to the purpose of WSHS and must understand and respect the basic documents that provide for its establishment, character and governance.

Each Trustee should devote time and attention to the affairs of WSHS and ensure that WSHS and its Board act in accordance with its enabling legislation, applicable state and federal law and its bylaws. Trustees must ensure that no policies or activities jeopardize the nonprofit status of WSHS or reflect unfavorably on it as a state agency devoted to public service.

Trustees should not attempt to act in their individual capacities. All actions should be taken as a Board, committee, or subcommittee, and in conformance with state law, its bylaws and applicable resolutions. Trustees with special areas of interest within WSHS should understand that advocacy for those interests should be advanced only within the framework of WSHS interests as a whole.

APPROVED  
Executive Ethics Board

Date: May 11, 2018

The Board is committed to conducting all business in the best interest of the people of the state and in accordance with the letter and intent of applicable statutes, especially the Open Public Meetings Act (RCW 42.30) and Public Records Act (RCW 42.56). Trustees are committed to openness and public involvement and awareness of all Board matters except in those cases where state statutes require confidentiality, such as matters involving personnel, litigation and imminent litigation and real estate transactions, the disclosure of which would be harmful to the public interest, in which case Trustees are obligated to maintain confidentiality. All such instances will be determined following consultation with the Attorney General of the State of Washington, or an Assistant to the Attorney General, or an Agent of the Attorney General, as determined by the Attorney General.

Trustees hold the ultimate fiduciary responsibility for WSHS and for the protection and nurturing of its various assets: the collections and related documentation, the museums, research center, financial assets, and the staff. They must develop and define the purposes and related policies of the institution, and ensure that all of WSHS's assets are properly and effectively used for public purposes.

The Board has strong obligations to provide the proper environment for the physical security and preservation of the collections, and to monitor and develop the financial structure of WSHS so that it continues to exist as an institution of vitality and quality. In keeping with their primary responsibility for the protection of WSHS's collection, Trustees should not jeopardize the collection by using it as collateral for a loan or by otherwise selling or mortgaging the collection in order to secure funds for operations, buildings, or expansion of the facility.

In carrying out the duty to the collections, The Collections Policy, that was adopted October 13, 2003, must be maintained and updated, as needed, by the Collections Committee of the Board of Trustees to govern use of the collections, including acquisitions, loans and the disposal of objects. In formulating policies covering the acceptance of objects or other materials as gifts and loans, the Trustees must ensure that WSHS understands and respects the restrictions, conditions and all other circumstances associated with gifts and loans.

Conflict of Interest

Individuals who are knowledgeable in fields related to WSHS activities can be of great assistance to WSHS, but conflicts of interest or the appearance of such conflicts may arise because of these interests or activities. Guidelines for the protection of both individual and WSHS should be established by the Board of Trustees of the Museum.

Accordingly, a WSHS Trustee should conduct all of his or her activities, including those relating to persons or businesses with whom the Trustee is closely associated, in such a way that no conflict will arise between the other interests and the policies, operations or interests of WSHS. The appearance of such conflict should also be avoided.

Charges of self interest at the expense of the institution and charges of personal use of privileged information arises whenever a Trustee, a member of his or her family, or a close associate personally collects objects of a type collected by WSHS. It is the policy of the WSHS governing Board that no Trustee takes personal advantage of information available to him or her because of his or her Board membership. No Trustee, person close to him or her, or individual who might act for him or her may acquire objects from the collections of WSHS.

When WSHS trustees seek staff assistance for personal needs they 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. Trustees are prohibited from advocating for the employment of any individual except when a recommendation is solicited by the Executive Director.

Whenever a matter arises for action by the Board, or WSHS engages in an activity where there is a possible conflict or the appearance of conflict between the interests of WSHS and an outside or personal interest of a Trustee or that of a person close to him or her, the outside interest of the Trustee should be made a matter of record. If the Trustee is present when a vote is taken in connection with such a question, the Trustee should abstain. In some circumstances, the Trustee should avoid discussing any planned actions, formally or informally, where there might appear to be personal benefit. If a case arises in which neither disclosure nor abstention appears to be sufficient, the only appropriate solution may be resignation.

A WSHS Trustee should not take advantage of information he or she receives during service to the institution if personal use of such information could be financially detrimental to WSHS. Any such actions that might impair the reputation of WSHS also must be avoided. When a Trustee obtains information that could be of personal benefit, he or she should refrain from action until all issues have been reviewed by an appropriate representative of WSHS.

Trustees serve WSHS and the public. They should not attempt to derive any personal material advantages from their connection with WSHS. Trustees should use WSHS property only for official purposes, and 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. While loans of objects by Trustees can be of great benefit to WSHS, it should be recognized that exhibition can enhance the value of the exhibited object.

***Ethics policy concerning the exhibition of objects owned or created by the Trustee in which the Trustee or any person close to them has any interests:***

Museum ethics and the governance thereof is defined by and for the ownership, care, and use of objects, both accessioned into the museum's collection, as well as borrowed/loaned. The implication for public trust in exhibition of objects is based on provenance, rightful ownership, authorship, authority over the object, and any personal benefit that might result from the exhibition of an object. As such, no Trustee will have the expectation that any object owned or created by the Trustee, or that in which the Trustee or any person close to them has any interests, will be exhibited within the context of museum exhibition. If the Trustee engages in the collecting of significant historical objects, extraordinary discretion is required to assure that no conflict of interest arises between the Trustee's personal collecting activity and the concerns of the museum.

Any object recommended by a Trustee for exhibition must be reviewed by the Society's professional staff members. The judgment and recommendation of professional staff members, regarding the use of loaned objects for exhibition, must be given utmost consideration and the Society's professional staff should have final authority in the acceptance/recommendation of objects for exhibition. In formulating their recommendations, staff must examine the following considerations and let their judgments be guided by two primary objectives: The value of the object to the curatorial content of the exhibition, and the integrity, authenticity, and scholarship of the exhibition program of the Washington State Historical Society.

The Trustees of the Washington State Historical Society (WSHS), as well as any person close to them, shall not employ the expectation of the exhibition of objects owned or created by them in regards to:

- **Adding to the exhibition history/provenance of object**

A Trustee shall not hold the expectation of the exhibition/loan of objects in order to augment the provenance/exhibition history of any given object, leading to an increased Fair Market value.

APPROVED  
Executive Ethics Board

Date: May 11, 2018

- **Care of /Conservation to the object**  
Any object loaned to the WSHS must be in a condition that is appropriate for exhibition and not be in need of conservation. If the object is determined to be of extreme value to the exhibit, conservation needs must be determined and services/fees must be negotiated in advance of the loan of object. Any exhibition of loaned objects may not result in conservation without fee, which may be seen as gaining favor or opportunity by the Trustee or associated person.
- **Advocacy, valuation, or endorsement of object as significant**  
A Trustee shall not use their position to provide – for a fee, a retainer, or at no-charge – any certificate or statement as to the authenticity or authorship of a given historical object, or any statement of the monetary value of an historical object.
- **Authenticity/Right to object for exhibition**  
A Trustee should not knowingly recommended for exhibition any object to which they have no authority or right to exhibit, or that has been stolen, illegally imported in the United States, or removed in contravention of treaties or international conventions to which the United States is a signatory.
- **Personal gain through exhibition of object**  
A Trustee may not enjoy personal gain, either monetary or other value-driven benefits, from the Society's exhibition of an object.

#### The Trustee-Director Relationship

Trustees have an obligation to define the limits, powers, and duties of the Director of WSHS. They should work with the director, who is their chief executive officer, in all administrative matters, and deal with him or her openly and with candor. They should avoid giving directions to, acting on behalf of, communicating directly with, or soliciting administrative information from staff, unless such actions are in accord with established procedure or the Director is apprised. Employees should only communicate with Trustees through the Director or with the director's knowledge, but staff should be allowed to bring matters directly to the Trustees.

The Trustees must act as a full Board in appointing or dismissing a director, and the relationship between Director and Board must reflect the primacy of institutional goals over all personal or interpersonal considerations. The Director should attend all Board meetings and important committee meetings with the possible exception of executive sessions.

The Director has an obligation to provide the Trustees 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 them informed on a timely basis of all other significant or substantial matters or intended actions affecting the institution.

The Director must carry out the policies established by the Trustees, and adhere to the budget approved by the Board. Whenever it is necessary to deviate from established policies or to alter or exceed budget guidelines, the Director should notify the Board in advance and request appropriate approval.

### **3. Statement of Ethics for Trustees, Employees and Volunteers**

#### TRUSTEES AND EMPLOYEES

##### Conflict of Interest

WSHS Trustees and employees should never abuse their official positions or their contacts within the professional community, compete with WSHS, or bring discredit or embarrassment to WSHS or to

their profession in any activity, WSHS-related or not. They should be prepared to accept the restrictions that are necessary to maintain public confidence in museums and in the museum profession. The terms and restrictions listed herein, as well as any reporting procedures and conditions of enforcement should be read and clearly understood by all trustees, employees, contractors, interns, volunteers and vendors doing business with WSHS.

There are also potential conflicts of interest in assisting others in a transaction involving WSHS. Except in the course of official duties or incident to official duties, RCW 42.52.040 prohibits trustees and agency employees from assisting other persons, directly or indirectly, whether or not for compensation, in a transaction the trustee or employee has at any time participated in; or the transaction has been under the official responsibility of the trustee or employee within a period of two years preceding the assistance.

#### Gifts, Favors, Discounts, Dispensations

WSHS is committed to the highest ethical principles in all relationships with business suppliers. Any WSHS trustee or employee who is authorized to spend WSHS funds should do so with impartiality, honesty, and with regard only to the best interests of WSHS and in compliance with state law.

WSHS trustees and employees and others in a close relationship to them must not accept or solicit gifts, favors, loans, or other dispensations or items, if it could reasonably be expected to influence the performance or nonperformance of the trustee or employee's official duties. Employees, and trustees in the course of their duties as WSHS trustees, may not accept a gift from any person with a value in excess of \$50 a year.

Gifts include discounts on personal purchases from suppliers who sell items or furnish services to the Museum, except where such discounts are regularly offered to the general public. Gifts can also include offers of outside employment or other advantageous arrangements.

The following items are presumed not to influence and may be accepted without regard to the limit established by this section:

- Unsolicited flowers, plants, and floral arrangements;
- Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
- Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
- Unsolicited items received by an employee for the purpose of evaluation or review, if the employee has no personal beneficial interest in the eventual use or acquisition of the item by WSHS;
- Informational material, publications, or subscriptions related to the recipient's performance of official duties;
- Food and beverages consumed at hosted receptions where attendance is related to the employee's official duties;
- Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization;
- Unsolicited gifts from dignitaries from another state or a foreign country that are intended to be personal in nature; and
- Food and beverages on infrequent occasions in the ordinary course of meals, when related to official duties.

If the entity or person giving the gift is someone that the gift receiver regulates or contracts with, then the \$50 rule does not apply and stricter restrictions dictate what types of gifts, if any, the state

employee may accept. You fall under the stricter gift rules and are considered a "Section 4" employee if you:

- a. Approved or disapproved an action
- b. Made decisions or recommendations regarding an action
- c. Rendered advice
- d. Investigated
- e. Conducted adjudicative proceedings
- f. Issued permits or licenses
- g. Controlled or affected interests of identified persons
- h. Administered a contract with them
- i. Monitored a contract with them

"Section 4" Employee gift limitations (the only gifts you can accept):

- Unsolicited advertising or promotional items of nominal value, such as pens and note pads;
- Unsolicited tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item;
- Unsolicited items received by a state officer or state employee for the purpose of evaluation or review, if the officer or employee has not personal beneficial interest in the eventual use or acquisition of the item by the officer's or employee's agency;
- Information material, publications, or subscriptions related to the recipient's performance of official duties;
- Food and beverages consumed at hosted receptions where attendance is related to the state officer's or state employee's official duties;
- Admission to, and the cost of food and beverages consumed at, events sponsored by or in conjunction with a civic, charitable, governmental, or community organization; and
- Those items excluded from the definition of gift in RCW 42.52.010 except:
  - Payments by a governmental or nongovernmental entity of reasonable expenses incurred in connection with a speech, presentation, appearance, or trade mission made in an official capacity;
  - Payments for seminars and educational programs sponsored by a bona fide governmental or nonprofit professional, educational, trade, or charitable association or institution; and
  - Flowers, plants, and floral arrangements.

Prohibition on Transacting Business with WSHS Employees

Trustees and employees of the WSHS may not transact business with the Society through personal service contracts, purchased services or any other means. If an entity or organization that employees or is associated with a trustee wishes to transact business with WSHS, such transaction will be in accordance with the *Conflict of Interest* provisions set forth above in sections 1(B) and 2(A).

Responsibility to Museum Property, Real and Intangible

No trustee or employee should make any personal use of any object or item that is a part of the Society's collection or under the guardianship of WSHS; or use any other property, supplies or resources of WSHS except for the official business of WSHS. The name and reputation of WSHS are valuable assets and should not be exploited either for personal advantage or the advantage of any other person or entity.

Information about the administrative or nonscholarly activities of WSHS that trustees or employees may acquire in the course of their duties that is not generally known or available to the public must be treated as information proprietary to WSHS. Such information should not be used for personal

APPROVED

Executive Ethics Board

Date: May 11, 2018

advantage or other purposes. Trustees and employees are responsible for maintaining the security of confidential records and information, and the privacy of individuals or groups who support the WSHS.

Trustees and employees should be circumspect in referring members of the public to outside suppliers to WSHS. Whenever possible, more than a single qualified source should be named in order to avoid the appearance of personal favoritism in referrals.

Outside Employment of WSHS Employees

Certain types of outside employment, including teaching, lecturing, writing, and consulting can benefit both WSHS and the employee by stimulating personal professional development. Such activity should not interfere with the employee's regular duties, and the individual should not take advantage of his/her WSHS position for personal gain or appear to compromise the integrity of WSHS.

Employee's must complete a disclosure form outlining the details of the outside employment in accordance with WSHS policy and procedure on outside employment set forth below and in compliance with state law.

Certain types of employment can create potential ethical problems for WSHS since employees are often considered representatives of WSHS regardless of disclaimers made to the public. For this reason, appraisals or authentication may not be performed by WSHS employees in any capacity outside any employment duties with WSHS. Nor shall an employee receive compensation from outside sources for services that are part of the employee's assigned responsibilities with the WSHS.

Ownership of any materials written, designed or produced, and financial remuneration for the sale or lease of such materials created while the employee is paid by WSHS and is on official WSHS time, is the property of WSHS.

Employees who are involved in outside employment of any kind must notify their supervisor and division head about such employment by completing the Report of Outside Employment form. Employees must further notify their supervisor and division head whenever the duties of the employee's outside employment or historical society assignments change significantly.

Moreover, if one or more of the following factors apply, approval is required in addition to the notification:

- The outside employment involves the same or similar kind of work as the employee's state job.
- The outside employment gives rise to an appearance that the employee is using state resources – such as time, facilities, and equipment – in the performance of his/her work for the outside employer.
- The outside employer is another agency of the state of Washington.

**WSHS has created the following procedure for reporting outside employment:**

Responsibilities of the Employee:

- All employees holding outside employment when entering WSHS employment shall submit a *Report of Outside Employment* form to appropriate supervisor and division head immediately upon acceptance of position.
- Any employee seeking approval for outside employment shall complete the *Report of Outside Employment* form and submit it to the appropriate supervisor and division head for review using the attached form.

APPROVED  
Executive Ethics Board  
Date: May 11, 2018



- Employee shall resubmit the *Report of Outside Employment* form if the duties of his/her outside employment or the duties of WSHS employment change significantly.
- If the outside employment is denied, the employee may request review by the Director of the WSHS.

Responsibilities of the Supervisor and Division Head:

- For employees entering WSHS employment, the supervisor shall notify the employee of the requirement to file a *Report of Outside Employment*.
- The supervisor and division head shall review the report and make a determination of whether any of the factors which require prior approval are present. If any of the factors which require prior approval are present, the supervisor and division head shall review these factors with the employee to determine whether they should result in prior approval or denial of the request.
- If the request is approved and conditions or concerns exist, they shall be noted on the form by the supervisor or division chief. The original shall be given to the employee with a copy sent to the personnel file.

*The Washington State Historical Society may, at any time, require reapplication or withdraw approval for any situation which is determined to present a perceived, potential, or actual conflict of interest.*

Outside Volunteer Activities

Employees are encouraged to participate in voluntary outside activities with community groups or public service organizations. If an employee volunteers for an organization or museum and he/she could appear to be acting in an official capacity as a member of the WSHS staff, disclosure is recommended to avoid possible misrepresentation. WSHS professionals should conduct themselves so that their activities on behalf of community or public service organizations do not reflect adversely on the reputation or integrity of WSHS.

When a WSHS employee speaks out on a public issue, he/she should make sure to do so as an individual. It is important to avoid the appearance of speaking or acting in an official capacity or on WSHS's behalf.

Honoraria

Honoraria is defined as money or anything of value offered for a speech, appearance, article, or similar item or activity in connection with a state officer or employee's official role. Staff that engage in public speaking in an official capacity may receive honoraria if it is specifically authorized by the Director of the WSHS.

The Society may not permit honoraria under any of the following three circumstances:

- The person offering the honoraria is seeking, or is reasonably expected to seek a contract or grant from the Washington State Historical Society and the officer or employee of the Society is in a position to participate in the terms or award the contract or grant.
- The person offering the honoraria is regulated by the agency employing the state officer or employee and the officer or employee is in a position to participate in the regulation.
- The person offering the honorarium is seeking or opposing or is reasonably likely to seek or oppose, enactment of legislation or agency rules or policy of the agency employing the state officer or employee and the officer or employee may participate in the enactment or adoption.

Personal Collecting by Trustees and Employees

The acquiring, collecting, and owning of objects is not in itself unethical, and can enhance professional knowledge and judgment. However, the acquisition, maintenance and management of a

personal collection by a WSHS trustee or employee can create an ethical question and represent a conflict of interest. Extreme discretion is required whenever a trustee or employee collects objects similar to those collected by this WSHS.

No WSHS trustee or employee may compete with this institution in any personal collecting activity. No WSHS trustee or employee may use his/her WSHS affiliation to promote his/her or an associate's personal collecting activities. No trustee or employee may participate in any dealing (buying and selling for profit as distinguished from occasional sale or exchange from a personal collection) in objects similar or related to the objects collected by WSHS. If items are available for purchase or by gift within the scope of the WSHS collection the institution should have the right of first refusal. WSHS trustee's and employees must complete the Artifact Acquisition Report form and submit to the Head of Collections to determine if it falls within the scope of the WSHS collection.

#### Responsibility to the Collection

Neither Trustees nor WSHS employees should acquire objects from the collections owned by or on loan to WSHS. De-accessioned collections should not be purchased by WSHS employees or Trustees. Procedures are further outlined in the *Collections Management Policy*.

#### THE VOLUNTEERS

Volunteers have played an active and important role in WSHS. It is incumbent on the paid employees to be supportive of volunteers, receive them as fellow workers, and willingly provide them with appropriate training and opportunity for their intellectual enrichment.

Volunteers have a responsibility to WSHS, especially those with access to WSHS collections, programs and privileged information. Access to WSHS activities is a privilege and the lack of material compensation for effort expended on behalf of WSHS in no way frees the volunteer from adherence to the standards that apply to paid employees. Volunteers must work toward the betterment of the institution and not for personal gain other than the natural gratification and enrichment inherent in museum or historical society participation.

Volunteers should not accept gifts, favors, discounts, loans or other dispensations or things of value that accrue to them from other parties in connection with carrying out duties for WSHS. Conflict of interest restrictions and gift policies placed upon the paid employees of WSHS must be explained to volunteers and observed by them. Volunteers must respect the confidentiality of any private or sensitive information to which their volunteer activities give them access.

#### **4. Museum Management**

##### Professionalism

WSHS staff is engaged because of their special knowledge or ability in some aspect of WSHS activity. The members of WSHS staff and governing entities should respect the professional expertise of others on the staff, and governance should be structured so that the resolution of issues involving professional matters incorporates the opinions and professional judgments of relevant members of the staff. Responsibility for the final decisions rests with the management or Trustees and all employees should support these decisions. No employee should conform to what they believe is an illegal management decision.

##### Personnel Practices and Equal Opportunity

In all matters related to staffing practices, the standard should be ability in the relevant field. In these matters, as well as Trustee selection, management practices, volunteer opportunity, collection usage

and relationship with the public at large, decisions cannot be made on the basis of discriminatory factors such as race, creed, sex, age, disability, or sexual orientation.

WSHS recognizes that diversity is a significant force within its own social fabric and in the community. It should encourage employment opportunities and accessibility at WSHS for all people.

Ownership of Scholarly Material

The objects in the WSHS collection, their documentation and all additional documentation developed subsequent to their acquisition are the property of WSHS.

Any and all materials or items developed, written, designed, drawn, painted, constructed or installed by staff while carrying out their responsibilities as employees of WSHS are considered to be the property of WSHS with WSHS having the rights to all said property.

WSHS has the right to copyright or patent any and all such materials produced by its staff while carrying out their job responsibilities as employees of WSHS when it deems it appropriate, to do so. WSHS is entitled to receive any and all fees, royalties or honoraria earned in conjunction with any and all materials or items produced by staff while carrying out their job responsibilities as employees of WSHS.

Individual staff should not accept any fees, royalties, honoraria or other payments for any materials or items that he/she developed, wrote, designed, drew, painted, constructed or installed either alone or with other staff while carrying out their job responsibilities as employees of WSHS.

WSHS trustees and employees may not duplicate materials developed at WSHS by them or by any other staff or contractor to WSHS for the purpose of resale or personal profit, including the use of artwork, written materials, graphics, three dimensional design, electronic or mechanical design, audiovisuals or computer software.

WSHS ownership of such intellectual property which was created while an individual was an employee of WSHS continues after he/she leaves WSHS for any reason, including retirement.

Fundraising Practices

Fundraising is a vital component of the financial health of WSHS. Trustees, employees and volunteers involved in raising moneys or soliciting other contributions or gifts-in-kind on behalf of WSHS must do so with honesty as to the need for such contributions and must use donations only for the donor's intended purposes. Gifts should be solicited without the promise of opportunities or advantages not offered to all donors by previously defined guidelines. Employees and volunteers should hold confidential and leave intact all lists, records and documents acquired in connection with their fund raising efforts on behalf of WSHS.

Interinstitutional Cooperation

If WSHS intends to contribute to the preservation of humanity's cultural heritage as well as to its increase of knowledge, each institution should respond positively to appropriate opportunities for cooperative action with similar organizations to further these goals. WSHS should welcome cooperative action even if the short-term advantages are few and it will not significantly increase its own holdings or enhance its image.

Museum Store and Commercial Activities

The Museum Store and other commercial activities in the Museum, as well as publicity relating to them, should be in keeping with WSHS's mission, should be relevant to the collections and basic educational

purposes of WSHS and must not compromise the quality of those collections. In arranging for the manufacture and sale of replicas, reproductions or other commercial items adapted from an object in the WSHS collection, all aspects of the commercial venture must be carried out in a manner that will not discredit either the integrity of WSHS or the intrinsic value of the original object. Great care must be taken to identify permanently such objects for what they are, and to ensure the accuracy and high quality of the manufacture. They should represent good value for money and comply with all relevant state and federal laws.

De-accessioned collections from WSHS should never be sold in the Museum Store.

## 5. The Collections

### Management, Maintenance and Conservation

Museums generally derive their mission from their collections, and these holdings constitute the primary difference between museums and other kinds of institutions. A museum's obligation to its collection is paramount. Each object is an integral part of a cultural or historical record. That context also includes a body of information about the object that establishes its context and historical significance, without which the value of the object is diminished. The maintenance of this information in orderly and retrievable form is critical to the collection and is a central obligation of those charged with collection management.

An ethical duty of museums is to transfer to its successors, when possible in enhanced form, the material record of the collections. They must be in control of their collections and know the location and the condition of the objects that they hold. Procedures must be maintained for both the periodic inventory and condition evaluation of the collections. The physical care of the collection and its accessibility must be in keeping with professionally accepted standards. Failing this, museum Trustees and management are ethically obliged either to effect correction of the deficiency or to dispose of the collection, preferably to another responsible repository.

### Acquisition and Disposal

No collection exists in isolation. It will be influenced by changes in cultural, scholarly, economic and educational trends as well as by policy, law, and the desire to improve the collection. In the delicate areas of acquisition and disposal of collections, WSHS must weigh carefully the interests of the public for which it holds the collection in trust, and the responsibilities of WSHS as outlined in state law and WSHS policies.

The *Collections Management Policy* of WSHS outlines the practices regarding the acquisition and disposal of collections. WSHS must continue to develop policies and keep informed of state and federal law that impacts its collection practices. It is incumbent upon WSHS staff to review and understand the Museum's Collections Policy and procedures as adopted by the Board of Trustees, when carrying out their job responsibilities.

Objects collected by WSHS must be relevant to its mission and activities and be accompanied by a valid legal title, preferably be unrestricted but with any limitations clearly described in an instrument of conveyance. Collections will be properly cataloged, conserved, stored and exhibited. WSHS must remain free to improve its collection through selective disposal and acquisition. In general, items in the collections should be kept as long as they retain their physical integrity, authenticity, research value and usefulness for WSHS purposes.

WSHS maintains a process for considering the origin of objects it acquires that will allow it to acquire or accept an object only when it can determine with reasonable certainty that it has not been

**APPROVED**

**Executive Ethics Board**

Date: May 11, 2018

immediately derived from illicit trade and that its acquisition does not contribute to the continuation of that trade. This is particularly true in regard to art and archaeological collections. When disposing of an object, WSHS must determine that it has the legal right to do so. When mandatory restrictions accompany the acquisition, these must be observed unless it can be clearly shown that adherence to such restrictions is impossible or substantially detrimental to the institution. A museum can only be relieved from such restrictions by an appropriate legal procedure.

WSHS must not allow objects from its collections to be acquired privately by any WSHS trustee, employee, officer, volunteer, or his/her representatives. Whenever possible and reasonable, WSHS should attempt to sell, give or exchange collections with another museum prior to public auction. Proceeds from the sale of de-accessioned collections must only be used for acquisition of other collections or for the direct conservation of WSHS collections and in compliance with state law.

While the governing entity bears final responsibility for the collection, including both the acquisition and disposal process, the curatorial and administrative staff together with their technical associates are best qualified to assess the pertinence of an object to the collection or WSHS programs. Only for clear and compelling reasons should an object be disposed of against the advice of WSHS professional staff.

Field Study and Collecting

Field exploration, collecting, and excavating by WSHS trustees and employees presents ethical problems that are both complex and critical. Such efforts, especially in other countries, present situations that can result in difficult interpersonal and international problems. The WSHS does not currently engage in field exploration efforts for either research or collections development purposes.

Any trustees or employees engaging in such activities during their free time are urged to take great care to determine in advance that such activity is legal; is pursued with the full knowledge, approval and, when applicable, the collaboration of all individuals and entities to whom the activity is appropriately of concern; and is conducted for scholarly or educational purposes. A general if not specific statement of the nature of the objects to be collected, the purposes that they are intended to serve and their final disposition must be prepared and should be fully understood by all affected parties. It is further suggested that a disclosure statement outlining the issues shown above be prepared and approved by the employee's supervisor before the individual undertakes such activity.

Appraisals

Donations are tax deductible to the extent of the law; however the Museum cannot appraise items for a private owner. Donors, therefore, are expected to get independent appraisals for the objects they are donating. WSHS employees may refer people to associations of appraisers or conservators.

Availability of Collections

Although the public must have reasonable access to the collections on nondiscriminatory basis, WSHS assumes as a primary responsibility, the safeguarding of their materials and therefore may regulate access to them. Some parts of the collection may be inaccessible temporarily during initial cataloging, conservation, loan off-site, exhibition, or during a construction or collections move project.

The judgment and recommendation of professional employees regarding the use of the collections must be given utmost consideration. In formulating their recommendations, employees must let their judgment be guided by three objectives: the continued physical integrity and safety of the object or collection, scholarly or educational purposes, and existing priorities and responsibilities.

APPROVED  
Executive Ethics Board  
Date: May 11, 2018

Truth in Presentation

It is the responsibility of WSHS professionals to use WSHS collections for the creation and dissemination of knowledge. Intellectual honesty and objectivity in the presentation of objects is the duty of every professional. The stated origin of the objects or attribution of work must reflect the thorough and honest investigation of the curatorial employee and must yield promptly to change with the advent of new facts or analysis. Museums may address a wide variety of social, political, artistic or scientific issues. Any can be appropriate, if approached objectively and without prejudice. WSHS professionals must use their best efforts to ensure that exhibits and publications are honest and objective expressions and do not perpetuate myths or stereotypes. Exhibits must provide with candor and tact an honest and meaningful view of the subject. Sensitive areas such as ethnic and social history are of most critical concern.

Human Remains, Funerary Items and Sacred Objects

The Washington State Historical Society's *Policy for the Repatriation, Acquisition, Care and Exhibition of Native American Artifacts* is found in the first Appendix of the *Collections Management Policy*. WSHS supports the goals expressed in Public Law 101-601 and will follow these guidelines in its practices. Acquisition, de-accession, and exhibit decisions by WSHS employee's regarding Native American artifacts will receive utmost thoughtfulness and sensitivity. Whenever possible and appropriate, planning for exhibits that feature Native American artifacts and imagery should include Native American representatives, particularly the WSHS Native American Advisory Committee.

Approved: \_\_\_\_\_  
Larry Kopp  
Board of Trustees President

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Jennifer Kilmer  
Director

\_\_\_\_\_  
Date

APPROVED  
Executive Ethics Board  
Date: May 11, 2018

## REPORT OF OUTSIDE EMPLOYMENT

Last Name	First Name	Middle Name or Initial	Suffix
Job Title (WSHS)	Department/Division		Date
Pursuant to the requirements of WSHS Policy 1-1 Ethics in Public Service regarding employees holding outside employment, this is to report that I wish to become engaged in the following additional employment.			
Name of Outside Employer			
Address of Outside Employer Mailing Address	City	State	ZIP Code
Job Title (Outside Employer)	Location of Employment		
Description of Duties			
Hours of Work (Per Week)	Date Employment Commenced		
1.	Is the employer a vendor/contractor/trustee of WSHS?	<input type="checkbox"/>	YES <input type="checkbox"/> NO
2.	Does the employer do business with WSHS or try to influence policies of WSHS?	<input type="checkbox"/>	YES <input type="checkbox"/> NO
3.	Does this job involve activities which are normally a part of your WSHS responsibilities?	<input type="checkbox"/>	YES <input type="checkbox"/> NO
4.	Is there any other factor which could be a potential conflict with your responsibilities as a WSHS employee?	<input type="checkbox"/>	YES <input type="checkbox"/> NO
Explain all YES answers			
I understand that this report of outside employment will be made a part of my personnel file. I submit this request with the understanding that by doing so, I am in compliance with Policy 1-1 regarding Outside Employment.			
Employee Signature			Date
Supervisor Signature	Date	<input type="checkbox"/> I Recommend Approval <input type="checkbox"/> I Do Not Recommend Approval	
Director Signature	Date	<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied	
Comments:			

**APPROVED**  
**Executive Ethics Board**  
 Date: May 11, 2018

# ARTIFACT ACQUISITION REPORT

This form should be used to report the personal acquisition of any material that falls within the scope of the WSHS Collection. Complete and submit to the Head of Collections.

Name
Date

Description of artifact(s)
----------------------------

Means of acquisition
Purchase Price



Collections staff reviewer
Resolution

**APPROVED**  
**Executive Ethics Board**  
Date: May 11, 2018