



Code of Ethics
For
The Historical Museum at Fort Missoula

Formally Adopted by the Board of Trustees – January 12, 2023

Formally Adopted by the Friends of the Historical Museum Board – January 12, 2023

Mission Statement

The mission of the Historical Museum at Fort Missoula is to keep Missoula County's history alive for the education and enjoyment of the public.

Vision Statement

The vision of the Historical Museum at Fort Missoula is to inspire a sense of place and history for Missoula County by collecting, studying, interpreting, and preserving the region's natural and cultural heritage. This includes the Museum's core areas of collecting: the history of the city and county of Missoula, the history of Fort Missoula and the military presence in the area, and the history of forest management and the wood products industry in western Montana. The Museum's focus further includes, but is not limited to family history, women's history, Native American history, environmental history, and minority-based history.

Our vision for the Museum is for a place and institution that:

1. Is a welcoming place where people are drawn together to share their passion and interest in our history and sense of place.
2. Supports and gives voice to the region's diverse cultural perspectives.
3. Has sustainable, modern facilities while retaining its traditional character.
4. Creates and maintains educational programs and exhibits that are professionally presented, inspiring and intellectually challenging
5. Has collections that are conserved per American Association of Museum accreditation standards and will provide a continuing source of inspiration and learning.
6. Has a paid staff and volunteer corps that are creative, enthusiastic, and supportive of each other, the Museum's mission, and the community.
7. Participates in discussions at the national level on matters pertaining to the Museum's mission, and for the good of the profession.
8. Believes in and participates in open strategic partnerships.

Core Values

The Historical Museum at Fort Missoula is committed to:

- Openness – of purpose, governance, and communication
- Integrity – in fair and ethical practices, and the respectful treatment of all
- Excellence – in leadership, cooperation, and in use of the highest museum standards as established by the American Association of Museums
- Relevance – in identifying and responding to new challenges
- Stability – of its mission, vision, and resources, particularly its collections
- Respect – for different viewpoints, diverse cultural values, and the traditions of the Museum
- Balance – in dealing with all aspects of museum operations fairly and honestly

I. Introduction

The Historical Museum at Fort Missoula recognizes the need to maintain public trust in the work being done by the museum both on site and off. This Code of Ethics establishes standards of behavior and personal accountability for the Historical Museum's Trustees, Friends Board, staff, interns, and volunteers.

Members of the Historical Museum's Governing Board, Advisory Board, staff, and volunteers are expected to conform to the professional standards contained within this Code of Ethics, which is in compliance with the standards set by the American Alliance of Museums. Any and all collecting, programs, exhibits, partnerships, and events should align with the museum's mission statement and serve the public interest.

II. Governance

The primary responsibility for governance of the Historical Museum at Fort Missoula rests with Missoula County and the County Commissioner appointed Board of Trustees. The Trustees oversee governance, institutional policies, financial stability, and legal accountability of the museum. Operational responsibility rests with the staff. The Friends of the Historical Museum at Fort Missoula have no governance authority over the museum or the staff. The Friends of the Museum act solely as a non-profit support and fundraising organization.

All members of the Trustees of the Historical Museum at Fort Missoula and Friends Board of the Historical Museum at Fort Missoula will affirm their commitment and recognition of conflicts of interest by signing annually a Guidelines for Ethical and Professional Practices and Disclosure Statement.

A. Board of Trustees

The Board of Trustees of the Historical Museum at Fort Missoula hold the ultimate fiduciary responsibility for the museum and for protection of its various assets including collections, buildings and grounds, financial assets, and staff. A trustee:

- Must be loyal to the mission and purposes of the Historical Museum at Fort Missoula.
- Must devote adequate time and attention to their responsibilities as members of the board.
- Must act in accordance with the adopted policies of the Museum and with any and all applicable County, State, and Federal laws, and regulations.
- Will work with staff to develop museum policy and will be responsible for final approval of all policies via a vote of the board.
- Will assure that all public assets and monies are effectively used for the benefit of the public.
- Will at no point knowingly misrepresent the mission, objectives, policies, programs, proceedings, or motives of the Historical Museum at Fort Missoula.
- Shall maintain in confidence information learned in the course of museum meetings or activities, when that information is not subject to Montana Open Meeting Law.
- May not compete with the museum in collecting activities or utilize information learned as part of their position as a Trustee of the Historical Museum for the purpose of personal or financial gain.

In the event of a conflict of interest, Trustees must disclose the conflict of interest and refrain from participating in the discussion or voting on the item in which the conflict of interest exists.

B. Friends of the Historical Museum at Fort Missoula

As said above, the Friends of the Historical Museum at Fort Missoula is not a governance board, but instead act as an advisory board for the museum. Their primary purpose is to assist with public events, fundraising campaigns, educational programming, and preservation projects at the

Historical Museum at Fort Missoula. They are responsible solely for the activities and fundraisers of the Friends of the Historical Museum.

The Friends of the Historical Museum holds the fiduciary responsibility for the Friends of the Historical Museum budget only. The Friends of the Historical Museum budget exists separate from the voter approved 2-mil levy that is administered by Missoula County. These are considered private funds and are dispersed at the direction of the Friends Board.

The Friends of the Historical Museum will work with staff and the Trustees to review and develop policy for the Historical Museum.

A Friends board member:

- Shall not knowingly misrepresent the mission, objectives, policies, programs, proceedings, or motives of the Historical Museum at Fort Missoula.
- Shall maintain in confidence information learned in the course of museum meetings or activities.
- may not compete with the museum in collecting activities or utilize information learned as part of their position as a Friends Board Member for the purpose of personal or financial gain.

In the event of a conflict of interest, Friends Board Members must disclose the conflict of interest and refrain from participating in the discussion or voting on the item in which the conflict of interest exists.

C. The Trustee and Executive Director Relationship

The Trustees are responsible for the selection of the Executive Director, ongoing evaluation of the Executive Director and their management of the Museum, its collection, programs, exhibits, and assets. Trustees define the rights, powers, and duties of the Executive Director in partnership with the Missoula County Commissioners and Missoula County Human Resources. While the Trustees are responsible for the overall governance of the Museum, they will defer to the Executive Director and staff in regard to general operation and day-to-day activities.

D. Gifts, Favor, Discounts, Dispensations

All the Friends Board Members and Trustees of the Historical Museum must not accept gifts, favors, or other dispensations or items that exceed the limitations laid forth in Missoula County Human Resources Policy. Gifts include any discounts on personal purchases from suppliers or vendors who do business with the Historical Museum at Fort Missoula, except where these offers or discounts are offered to the public. Gifts include offers of outside employment or other advantageous arrangements.

III. The Staff

A. Employment/Hiring

The Historical Museum at Fort Missoula will adhere to the policies of Missoula County Human Resources in regard to recruitment and hiring of staff. The Historical Museum will assure equal opportunity employment for all persons regardless of race, color, religion, national origin, sex,

sexual orientation, gender identity, age, marital status, military or veteran status, presence of a disabling condition, or any other status protected by law.

Employment at the Historical Museum at Fort Missoula is probationary during an employee's first six months of employment and may be terminated at any time during this probationary period. Per state law, a probationary period may be extended at the request of the supervisor and approved by Missoula County Human Resources. After the completion of a probationary period, an employee may be terminated for cause under the guidelines of Missoula County Human Resources Policy. If an employee's status has been modified in writing per an employment contract or collective bargaining agreement approved by Missoula County Human Resources and/or the Missoula County Commissioners all terms and conditions in collective bargaining agreement will be applied.

B. Gifts, Favor, Discounts, Dispensations

The Historical Museum at Fort Missoula is committed to the highest ethical principles in relationships with our partners and business suppliers. Any HMFm staff members who are authorized to spend either public or private funds should do so with impartiality, honesty, and regarding the best interests of the Historical Museum at Fort Missoula and in compliance with Montana State law and the policies of Missoula County.

Employees should never use their position at the Historical Museum as an advantage for personal gain. All staff of the Historical Museum at Fort Missoula must not accept gifts, favors, or other dispensations or items that exceed the limitations laid forth in Missoula County Human Resources Policy. Gifts include any discounts on personal purchases from suppliers or vendors who do business with the Historical Museum at Fort Missoula, except where these offers or discounts are offered to the general public. Gifts include offers of outside employment or other advantageous arrangements.

The staff of the Historical Museum at Fort Missoula should be cautious in referring members of the public to outside suppliers of supplies and services. Whenever possible, more than a single source should be provided to avoid the appearance of favoritism.

C. Outside Employment

Outside employment can be beneficial to the Historical Museum at Fort Missoula and assist employees with professional development. Such activities should not interfere with an employee's day to day responsibilities at the Historical Museum at Fort Missoula.

To avoid any appearance that outside employment is related to an employee's position at the Historical Museum at Fort Missoula, the employee should avoid references to HMFm in connection with their outside employment. Certain types of outside employment can create potential conflicts of interest for employees, or even the perception of conflicts of interest that can potentially damage the reputation of the Historical Museum.

Any materials created in function of an employee's daily work or during a time in which the employee is being compensated by HMFm is the property of the Historical Museum at Fort Missoula.

D. Outside Volunteer Activities

Museum employees are encouraged to be active in the community and participate in voluntary activities. If a museum employee is volunteering for an outside organization, they should

disclose that they are not representing the Historical Museum at Fort Missoula. Employees should conduct themselves in a professional manner when volunteering for outside organizations and not undertake activities that reflect poorly on the Historical Museum at Fort Missoula.

When an employee of the Historical Museum at Fort Missoula comments on a political or public issue, they should assure that it is clear that they are commenting as an individual, and that their views or opinions do not represent the Historical Museum at Fort Missoula or Missoula County.

IV. Volunteers and Interns

At the Historical Museum at Fort Missoula, we view our volunteers and interns as one of our most valuable resources. To this end, we commit to providing them with meaningful assignments, the right to effective supervision, and we recognize their contributions to the overall success of the museum. It is important for all staff, Friends Board Members, and Trustees to be supportive of our volunteers and interns and to provide them with appropriate training and guidance. Volunteering or interning at the Historical Museum should provide our volunteers with opportunities for intellectual enrichment. HMFM volunteers:

- Agree to perform their responsibilities to the best of their ability and support the mission, values, and goals of the Historical Museum at Fort Missoula.
- Are responsible for maintaining the confidentiality of all privileged information they are exposed to while serving as a volunteer or intern. Failure to maintain confidentiality may result in termination of a volunteer opportunity or internship or other corrective action.
- Must work towards the betterment of the Historical Museum at Fort Missoula and its mission, and not for personal advantage or gain.
- Should not accept gifts, favors, loans, or other dispensations of value that relate to their service at the Historical Museum at Fort Missoula. Conflict of interest restrictions and gift policies expected of paid museum staff, Friends Board Members, and Trustees also apply to volunteers and interns.

V. Conflicts of Interest

The Historical Museum at Fort Missoula Trustees, Friends Board, staff, interns, and volunteers must never abuse their contacts within the professional community or compete in any way with the Historical Museum.

They shall not through their words or actions discredit or disparage the museum whether in a professional capacity or otherwise. This includes activities on social media platforms, in speaking to the media, interaction with the public or other County Employees, or activities that place the Trustee, Friends Board Member, Staff, or volunteers in legal jeopardy.

All trustees, Friends board, staff, and volunteers shall refrain from decisions or activities that result in personal financial gain which may conflict with the best interests of the Historical Museum.

If there exists a conflict between this Code of Ethics and Missoula County's Human Resource Policy Manual, the County policy manual shall take precedence. Human Resource policies are available at <https://www.missoulacounty.us/government/administration/human-resources/policies-forms-documents>.

If any of the policies contained within the Code of Ethics are found to be unenforceable or invalid for any reason, all remaining provisions shall be unaffected.

VI. Responsibility to Museum Property Real and Intangible

The name and reputation of HMFM are a crucial component of the museum's brand and success and should not be exploited for personal use or advantage, or to the advantage of any other party or entity. It is the responsibility for the staff, boards, volunteers, and interns to uphold their duty to Museum property both real and intangible.

A. Objects

No members of the Historical Museum at Fort Missoula staff, Friends Board Members, or Trustees of the Historical Museum should make personal use of any object that is part of the Historical Museum at Fort Missoula's permanent collection or educational collection. The above-mentioned parties should not use any of the items or resources available to HMFM except for official museum business.

B. Information

Any information learned as part of the official functions of the Staff, or the Friends Board of the Historical Museum that is not generally known to the public must be treated as confidential to HMFM. All HMFM associates and the Friends of the Museum Board members are responsible for maintaining the security of confidential records, information, and the privacy of individuals or groups who support the Historical Museum at Fort Missoula.

Official proceedings of the Trustees of the Historical Museum at Fort Missoula are subject to public meeting laws and is considered public information. There are exceptions to this rule in regard to personnel and other items deemed confidential by Missoula County. These exceptions will be clearly indicated in the meeting minutes.

VII. Personal Collecting by Trustees, Board members, or staff

The acquiring, collecting, or owning of antique objects or documents is not in itself unethical. However, acquiring and maintaining a personal collection can present a conflict of interest. Discretion should be used by all Friends Board Members, Trustees, and staff, especially when the items being collected are similar to the collection maintained by the Historical Museum at Fort Missoula.

- No staff member, Friends Board Member, or Trustees should under any circumstances compete with the Historical Museum at Fort Missoula in personal collecting.
- No staff member, Friends Board Member, or Trustee may participate in dealing (buying and selling for profit) items similar to those kept in the HMFM Collection.
- In the event that objects from the HMFM Collection are put through a deaccessioning process, and are made available for sale, no member of the HMFM staff, Friends Board Member, or Trustee should attempt to purchase or acquire said objects.

VIII. Collections

The Historical Museum at Fort Missoula recognizes and accepts its fiduciary responsibility to provide proper management, preservation, and use of the collections and associated information it holds in trust for the benefit of the public. The staff of the Historical Museum at Fort Missoula are charged with legal, ethical, and professional obligations to maintain high levels of honesty, integrity, and loyalty to the Museum.

HMFMM ensures that:

- Collections in its custody support its mission and public trust responsibilities.
- Collections in its custody are lawfully held, protected, secure, cared for, and preserved.
- Collections are held and maintained for the purposes of public exhibition, education, and research in furtherance of public service, rather than individual or collective financial gain.
- Access to the collections and related information is permitted and regulated.
- Acquisition, disposal, and loan activities conform to the Museum's mission and vision.
- Disposal of collections through sale or trade is solely for the advancement of the Museum's mission and proceeds from sales shall be used in a manner consistent with the standards and best practices of the museum field as guided by the American Alliance of Museums.
- The Museum does not treat its collections as assets for the purposes of reporting on its financial statements.

The Historical Museum at Fort Missoula's Collection Management Policy provides clear, concise standards pertaining to the museum collection and borrowed objects, according to accepted professional practices and codes of ethics. This overarching policy covers all aspects of acquisition, documentation, care, use, and disposal of the objects for which the HMFMM is permanently or temporarily guardian. The policy is available to the general public on the museum's web site.

A. Acquisition

Before an object is accessioned, it is the responsibility of the Museum to carefully weigh the interests of the public for which it holds the collection in trust, the donor's intent, the interests of the scholarly and the cultural community, and the institution's own financial well-being. All accessioned objects:

- Must be relevant to the Museum's purposes and activities as guided by the mission and vision
- Must have a valid deed of ownership or other title transfer documents
- Must not result in an expense for conservation disproportionate to the usefulness of the object
- Must be given to the museum unrestricted and without limitations
- Must be properly cataloged, conserved, stored, or exhibited

Items intended for the Museum's permanent collection can be acquired through gift, bequest, exchange, and purchase.

B. Deaccessions

The Museum must remain free to improve its collections through deaccession and disposal processes as outlined in the Collections Management Policy.

Objects removed from the museum collection may not be given to or sold to employees, trustees, board members, volunteers, interns, or to the family or representatives thereof. In general, no agent acting on behalf of the museum in the sale of deaccessioned objects will use the name of the museum to imply in any way that the value of such objects is supported or attested to by the museum. The name of the museum may not be used in any promotional material regarding the sale of deaccessioned objects without the approval of the executive director and the Chairperson of the Board of Trustees.

All proceeds from the sale of deaccessioned objects will be deposited in a restricted account designated as the "Donations to Collections." Such funds will be used exclusively for the direct care of the collections or for the purchase of new acquisitions for the permanent collection as prescribed by AAM's Code of Ethics.

C. Loans

The museum will loan objects only for purposes of identification, research, education, exhibition, or for off-site conservation treatment. Loans to individuals will not be considered. Objects are not loaned if there is an unreasonable risk to the objects or if the objects may be put to objectionable use that would reflect poorly upon the integrity of the objects or the museum.

Objects will be borrowed from other institutions or individuals only if their loan requirements can be met. The museum will not accept loans of objects for indefinite periods of time or other long-term loans.

D. Appraisals

Appraisals may not be given by any staff member to anyone outside the museum because of the possibility of an appearance of or actual conflict of interest. The staff may assist by identifying outside qualified appraisers, without endorsing any, and organizations and publications from which information on appraisers may be obtained. Insurance valuations, rather than formal appraisals, may be given by the curator for museum collection objects leaving the premises for loan.

E. Collections Care

The museum undertakes the preservation and maintenance of its collection in accordance with professionally accepted standards. Guidelines for the protection of the collections are delineated in the Collections Management Policy. The entire staff is charged with the responsibility for ensuring the safety of the collection under the guidance of the Curator and Executive Director.

F. Availability of Collections

Although the public must have reasonable access to the collections on a nondiscriminatory basis, the Museum assumes as a primary responsibility the safeguarding of their materials and, therefore, may regulate access to them.

The judgment and recommendation of professional staff members, regarding the use of the collections, must be given utmost consideration. In formulating their recommendations, staff must let their judgment be guided by two primary objectives: The continued physical integrity and safety of the object or collections, and high scholarly or educational purposes.

G. Truth in Representation

It is the responsibility of the Museum's professionals to use Museum collections for the dissemination of knowledge. Intellectual honesty and objectivity in the presentation of objects are

the duty of every Museum professional. The stated origin of the objects or attribution of work must reflect the thorough and honest investigation of the curator and must yield promptly to change with the advent of new facts or analysis.

Museums may address a wide variety of social, political, artistic, and scientific issues. Any can be appropriate, if approached objectively and without prejudice. Museum professionals must use their best efforts to ensure that exhibits 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.

H. Compliance with Laws

The museum will maintain compliance with any and all applicable County, State, and Federal laws, and regulations. The Museum will also comply with any of the following specific ethical concerns:

- Native American Graves Protection and Repatriation Act (NAGPRA)
- Cultural Property Laws
- Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era
- United Nations (UNESCO) Treaty of 1972

IX. Endangered Species Act Museum Management

A. Compliance with Laws

The Historical Museum staff, the Trustees of the Historical Museum, and the Friends of the Historical Museum Board Members will abide by all applicable local, state, and federal laws. This includes U.S. copyright laws and other issues of intellectual property rights.

B. Fundraising and Fiscal Responsibility

The Historical Museum staff, the Trustees of the Historical Museum, and the Friends of the Historical Museum Board Members will act only in the best interest of the Historical Museum at Fort Missoula, and in no situation jeopardize the integrity or reputation of the Historical Museum at Fort Missoula.

The Friends of the Historical Museum at Fort Missoula exists as an advisory and fundraising board for the Museum. Friends Board members acknowledge that all revenues generated on behalf of the museum will be used for the sole purposes of funding preservation/restoration projects and educational initiatives and programs. The Friends of the Historical Museum works closely with the staff of the Historical Museum and especially the Museum's Executive Director and Development and Communications Director to facilitate these activities.

General Guidelines

- All financial responsibilities will be conducted transparently, honestly, and securely, with the approval of the Museum's Trustees, Friends Board, and with the oversight of Missoula County government. If funds are given or raised for a specific use, funds raised must be used solely for the stated purpose.
- Museum staff, Trustees, and Board Members shall not borrow money from the Historical Museum at Fort Missoula or use Historical Museum funds for personal use.

- The Historical Museum at Fort Missoula and the Friends of the Historical Museum Board raise funds through sponsorship of projects and events. Sponsorships raised by either of these entities must meet the needs of the Historical Museum and fit within its mission. The Historical Museum at Fort Missoula reserves the right to reject proposed sponsorships or cancel and refund current sponsorships in the event that a sponsor's words, actions, or behaviors no longer align with our mission or are detrimental to the reputation of Historical Museum at Fort Missoula.
- Credit cards will be issued by Missoula County to some of the Museum's staff. The Executive Director takes responsibility for approval of credit cards issued to staff. Credit cards will only be used for museum related expenses and should never be used for personal use. If a mistake is made, the Historical Museum staff member who authorized the expense will reimburse the Historical Museum at Fort Missoula for the full amount charged.

C. Museum Store

The purpose of the Historical Museum at Fort Missoula's gift shop is to enhance the overall experience of our visitors and to raise funds for the Friends of the Historical Museum at Fort Missoula. All items selected for sale in the Gift Shop will comply with relevant local, state, and federal laws.

Deaccessioned items from the Museum's permanent collection will never be sold through the Museum's Gift Shop.

D. Professionalism

The Historical Museum staff, Trustees of the Museum, and Friends of the Historical Museum Board recognize that they have a professional duty to the public trust and will uphold the ethical principles laid forth in this Code of Ethics. The above parties will avoid situations that jeopardize the Museum's reputation and integrity and will not use their position with the Historical Museum at Fort Missoula for personal or financial gain.

The staff of the Historical Museum, Trustees of the Historical Museum, and Friends Board of the Historical Museum at Fort Missoula will conduct themselves in a respectful, honest, and professional manner while under employment or while they are affiliated with the Historical Museum at Fort Missoula.

X. Consequences

Members of the Museum's staff who behave in a way that breaks the guidelines in this Code of Ethics (including but not limited to knowingly fail to disclose a conflict of interest, who use their position for personal financial gain, or who disparage the museum through their words or actions) will be subject to discipline and potentially termination through the process outlined by Missoula County Human resources. If the staff member(s) subject to disciplinary action belong to a Collective Bargaining Unit, the disciplinary processes outlined in the Collective Bargaining Agreement will take precedence.

Members of the Trustees or Friends Board of the Historical Museum who violate this Code of Ethics may be suspended or removed from the board through the process laid out in the Bylaws of their individual board.

Volunteers may have their volunteer service terminated for failure to adhere to the conditions laid forth in this Code of Ethics.

Interns may have their internship terminated for failure to adhere to the conditions laid forth in this Code of Ethics.

XI. Public Complaints

The Historical Museum at Fort Missoula recognizes its responsibility as an institution of learning that serves the public interest. On the rare occasion that the public is dissatisfied with the program, policy, exhibit, or decision made by the Museum, the following policy provides guidance on how the museum will handle public complaints.

When a complaint is received, the concerned party will be asked to submit, in writing, a document that summarizes their concerns and provides specific detail as to why they are dissatisfied with a decision, program, exhibit, or policy of the museum and a reasonable remedy to address the complaint. Once a complaint is received in writing, this request will be reviewed by the appropriate staff member or department within the museum and a response, in writing, will be prepared within 30 days. All those filing a complaint with the museum will be notified that as a public institution, all correspondence will be part of the public domain and may be subject to public information requests.

If the concerned party does not feel that the issue has been addressed by the staff member or department within the museum, they can request that the written request and subsequent response from the staff member be reviewed by the Executive Director. The Executive Director will respond to the concerned party in writing within 30 days.

In the event that the concerned party continues to feel that the issue has not been resolved, they may submit their written request to the Museum's Board of Trustees for review. As the governance board of the Historical Museum at Fort Missoula, the Trustees will have the final say in how the issue is resolved either to the satisfaction of the concerned party or in agreement with the staff recommendation. Trustee discussions and decisions will take place at their regularly scheduled board meetings in January, March, May, July, September, and November.

As a public institution, the Historical Museum at Fort Missoula strives to learn from all experiences and from public feedback. Complaints received from the public will be reviewed by the staff to assure that any patterns or trends are taken into account with future decisions.

XII. Implementation and Review

The Executive Director of the Historical Museum at Fort Missoula will annually review this policy and report on the organization's compliance to this Code of Ethics at the Annual joint meeting of the Trustees of the Historical Museum at Fort Missoula and Friends of the Historical Museum at Fort Missoula.

The Executive Director is responsible for ensuring that the policies addressed in this Code of Ethics are being observed by the paid staff, Friends Board of the Historical Museum, Trustees of the Historical Museum, and by the Historical Museum's volunteers. All staff, Trustees of the Historical Museum, Friends of the Historical Museum, interns, and volunteers will review and sign a Code of Ethics annually. The Executive Director will retain copies of all signed Code of Ethics.

Any updates or changes to this policy will be reviewed and approved by both the Friends of the Historical Museum at Fort Missoula and the Trustees of the Historical Museum at Fort Missoula.

Conclusion and Signature Page

The staff, Trustees, Friends Board, volunteers, and interns will adhere to the Code of Ethics for the Historical Museum at Fort Missoula as adopted in 2022 and amended as required. All those associated with the Historical Museum at Fort Missoula must refrain from any private or public activity that might conflict with or appear to conflict with the mission and interests of the Historical Museum at Fort Missoula. No individual may use their position for personal gain or to benefit another at the expense of the Historical Museum, its mission, reputation, and the public it serves.

The ethical Historical Museum at Fort Missoula employee or representative accepts responsibility that their mission is that of steward and public servant.

Ethics and Integrity Agreement

1. I, _____, understand the high standards of integrity required of me with regards to the duties I perform in connection with my employment at, or service on behalf of, the Historical Museum at Fort Missoula.

2. I further recognize that I am accountable for the quality and integrity of the services being provided to the public. All staff or representatives are expected to adhere to this policy.

3. I am responsible for making ethical and professional decisions that support the Historical Museum's status as an institution accredited by the American Alliance of Museum . This requires all staff members and museum representatives to be trained and become familiar with the tools and information necessary for performing their assigned duties and a polices and procedure contained within this Code of Ethics.

4. I am aware of the relevance and importance of my activities and how they contribute to, and reflect upon, the achievements of the Historical Museum at Fort Missoula.

I agree to adhere to the guidelines set forth in the Historical Museum at Fort Missoula Code of Ethics. My signature on this agreement is proof of my review.

Signature

Print

Date*

*To be signed annually by all staff, Trustees, Friends Board Members, interns, and volunteers of the Historical Museum at Fort Missoula.