

**Code of Ethics  
for the  
Museum of Anthropology at Wake Forest University**

## **Introduction**

The Museum of Anthropology (MOA) at Wake Forest University and its advisory board, staff, and volunteers embrace fairness, inclusiveness, diversity, innovation, and integrity and work to advance the MOA's mission.

As a nonprofit organization dedicated to the public good, the MOA is accountable to Wake Forest University and the public, transparent in its operations, responsible in its stewardship of resources, and committed to excellence.

This Code of Ethics applies to the MOA's Advisory Board, staff, and volunteers. Advisory Board members are elected. Staff members include those who are employed by the museum on a full-time, part-time, permanent, temporary, or contract basis. Volunteers include the elected members of the Advisory Board, student interns, event volunteers, or anyone acting on behalf of the museum.

The MOA is actively committed to informing board, staff, and volunteers about the Code of Ethics and its application; evaluating the code regularly, and creating policies and procedures that reflect its values.

## **Mission**

The Museum of Anthropology at Wake Forest University creates awareness of global cultures by collecting, protecting, managing, and exhibiting archaeological artifacts, ethnographic objects, and visual arts of past and present peoples, and providing opportunities for intercultural learning.

## **Legal Compliance**

The MOA's board, staff, and volunteers comply with all applicable laws, regulations, and international conventions.

In obtaining new acquisitions, the MOA will:

- rigorously research the provenance of an object prior to acquisition;
- make a concerted effort to obtain accurate written documentation with respect to the history of the object, including export and import documents;
- require sellers, donors, and their representatives to provide all available information and documentation; and
- ascertain proper documentation by making a reasonable effort to confirm its origins and provenance through records, verbal accounts, photographs, geographic descriptions, and ethnographic observations.

The MOA will comply with all applicable U.S. law, including treaties and international conventions of which the U.S. is a party, governing ownership and title, import and other issues critical to acquisitions decisions regarding archaeological and cultural materials. These include:

- The Native American Graves Protection and Repatriation Act (NAGPRA)
- The UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property
- The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
- Treaty of Cooperation between the United States of America and the United Mexican States Providing for the Recovery and Return of Stolen Archaeological, Historical, and Cultural Properties
- Title II of Public Law 92-587, Regulation of Importation of Pre-Columbian Monumental or Architectural Sculpture or Murals
- Department of the Treasury, Customs Service, 19 CFR Part 12 [T.D. 97-31] RIN 1515-AC14, Archaeological and Ethnological Material from Canada

Beyond the requirements of U.S. law, the MOA will not acquire any object that, to the knowledge of the museum, has been stolen, looted, or illegally exported from its country of origin or the country where it was last legally owned.

The MOA will require documentation that an object covered by the UNESCO Convention was out of its probable country of origin by December 2, 1983, the date on which Title III of Public Law 97-446, Convention on Cultural Implementation Act, entered into force.

For objects exported from their country of origin after December 2, 1983, the museum will require documentation that the object has been or will be legally exported from its country of origin, and legally imported into the United States.

## **Personal and Professional Conduct**

In their dealings as representatives of the museum, the MOA's staff, board, and volunteers act professionally with honesty, integrity, and openness. They treat each other and MOA constituents fairly and with respect. Staff, board members, and volunteers are responsible for being aware of and complying with MOA policies that address their conduct.

As representatives of a museum focused on the discipline of anthropology, the staff, board, and volunteers of the MOA have ethical responsibilities to the people with whom they work and whose lives and cultures they study. They will respect the well-being of people, work for the long-term conservation of the archaeological and historical records, and consult actively with affected groups, with the goal of establishing a working relationship beneficial to all parties involved. They must do everything in their power to ensure that their work does not harm the safety, dignity, or privacy of the people with whom they work, conduct research, or perform other professional activities. They must determine in advance whether providers of information wish to remain anonymous or receive recognition, and make every effort to comply with those wishes. They should obtain in advance the informed consent of persons being studied, providing information, owning or controlling access to material being studied, or otherwise identified as having interests that might be affected. They will not exploit individuals, groups,

or cultural materials, and should recognize their obligation to reciprocate with people studied in appropriate ways.

The staff, board, and volunteers of the MOA have ethical responsibilities to scholarship and science. They will not deceive or knowingly misrepresent, attempt to prevent reporting of misconduct, or obstruct scientific or scholarly research by others. They will utilize the results of their work in exhibits, programs, and publications and will disseminate their results to the scientific and scholarly community when appropriate.

The staff, board, and volunteers of the MOA have ethical responsibilities to the public. They will make the results of their work available to sponsors, students, decision makers, and other non-anthropologists. They are responsible for the factual content of their work and must also carefully consider the social and political implications of the information they disseminate. They must do everything in their power to insure that such information is well understood, properly contextualized, and responsibly utilized.

### **Conflict of Interest**

MOA staff, board members, and volunteers act in the best interest of the museum rather than in furtherance of personal interests or the interests of third parties, such as friends and family. Decisions about the museum and the use or disposition of its assets are made solely in terms of the benefits to the MOA and are neither influenced nor appear to be influenced, by any private profit, personal gain, or outside benefit for staff, board members, and volunteers; their friends and family members or any organization or company with which they are affiliated. Staff, board members, and volunteers adhere to the Conflict of Interest Policy for the Museum of Anthropology at Wake Forest University.

### **Advisory Board**

The MOA has an active Advisory Board that advises the museum's mission, strategic direction, policies, finances, and operations. The board ensures that its members and the staff act for the benefit of the MOA and its public purpose with integrity and honesty; that the MOA's resources are responsibly and prudently managed; and that the MOA has the capacity to carry out its programs effectively.

### **Staff**

All staff members are responsible for understanding the duties of their positions and executing those duties to the best of their abilities. The museum promotes a working environment that values respect, fairness, and integrity. Its human resource policies are fair, establish clear expectations, and provide for meaningful and effective performance evaluation. Open communication among staff is highly valued.

To help all staff members meet their potential and to sustain the museum and encourage its growth, the senior staff model professional conduct and provide leadership, clarity, and respect for individuals and for diverse points of view.

## **Volunteers**

The museum's volunteers often are the face of the MOA to their peers and the public. When acting on behalf of the MOA, volunteers understand their duties and execute them to the best of their abilities. They convey the mission and goals of the MOA, and as its representatives, refrain from promoting their own institutions or businesses.

## **Integrity**

The MOA is committed to improving its organizational effectiveness, programs, products, and services. It strives to provide the media, policy makers, and the public with content that is accurate, clear, and informed.

## **Inclusiveness and Diversity**

To enhance its effectiveness, the MOA promotes inclusiveness, and its staff, board, and volunteers strive to ensure that the diversity of surrounding communities is reflected in its programs and committees. The MOA promotes diversity in its hiring, retention, promotion, and board recruitment efforts and in the programs it develops for its constituencies.

## **Fiscal Responsibility**

The MOA manages its funds responsibly and prudently by:

- drawing from its donor funds consistent with donor intent and to support the fund's public purpose;
- ensuring that all spending practices and policies are fair, reasonable, and appropriate to fulfill its mission; and
- generating financial reports that are accurate, complete, and accessible in all material respects.

## **Fund-Raising and Business Practices**

The MOA is truthful in its fund-raising solicitation materials. It handles information about donations with confidentiality to the extent provided by the law, expends funds consistent with donor intent, and provides appropriate acknowledgement and recognition. The MOA discloses whether those seeking donations are MOA board members, volunteers, staff, employees of other Wake Forest University units, or hired solicitors.

In all cases, and for the protection of the good name of the museum, the MOA may only enter into agreements with reputable organizations whose image, product, and services do not conflict with its mission or values.

## **Disclosure**

The MOA provides comprehensive information about the museum and responds in a timely manner to reasonable requests for information. Basic data about MOA operations—such as annual reports, audited financial statements, program reports, and policies—are available to the public.

## **Confidentiality**

MOA staff, board, and volunteers may have access to confidential and privileged information about the museum, its members, and other constituents. Loyalty to the museum and to Wake Forest University requires that individuals with access to such information comply with privacy and confidentiality policies and treat all information responsibly and appropriately.

## **Use of This Code of Ethics**

The Code of Ethics of the Museum of Anthropology at Wake Forest University is a living document, designed to be disseminated, used, and updated. The Advisory Board of the MOA will establish a schedule for regular review of the code and its dissemination. MOA staff will:

- incorporate the code into its staff handbook and board and committee orientation materials;
- review the code during new employee orientations;
- post the code on the MOA's public Web site; and
- disseminate the code to all MOA volunteers via the appropriate vehicles.

A copy of this code shall be given to all board members, staff, and volunteers upon commencement of a relationship with the MOA or at the official adoption of the code. Each board member, staff member, and volunteer shall sign and date the code at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the code.

## **Noncompliance**

Board members, staff and volunteers who fail to comply by the museum's Code of Ethics risk losing privileges granted to them by the Museum of Anthropology. Disciplinary action will be considered on a case-by-case basis, and in cases where laws and treaties are violated, appropriate law personnel will be informed of the violation(s).

## **Resources**

For more information about the sources of sections of this Code of Ethics and related policies, see the following documents:

American Association of Museums Code of Ethics for Museums

American Association of Museums Standards Regarding Archaeological Material and Ancient Art

Code of Ethics of the American Anthropological Association

Conflict of Interest Policy for the Museum of Anthropology at Wake Forest University

Museum of Anthropology Collections Management Policy

*Approved by the MOA Advisory Board, October 22, 2009.*