



CODE OF ETHICS & CONDUCT POLICY AGREEMENT

This policy is intended to supplement but not replace any applicable state or federal laws governing codes of conduct or conflicts of interest applicable to nonprofit corporations.

I, _____, as a Volunteer, Employee, or Board Member of the Albany Regional Museum (ARM) agree to conduct myself in a professional manner in transactions and arrangements relating to my service with the Museum.

I agree not to represent myself as acting for ARM in personal business transactions.

I have the duty to disclose any apparent or potential conflicts of interest when ARM is contemplating entering a transaction or arrangement that might benefit my private interest. If I fail to disclose a conflict of interest without reasonable explanation, the Board of Directors will hold a vote, in my absence, as to the appropriate disciplinary action.

I have the duty to understand and support ARM's Mission and public trust responsibilities. I will respect the confidentiality policy set forth by ARM and agree to never give out the personal information of others without expressed consent on a case-by-case basis.

It is ARM's goal to provide and support a culture that encourages diversity, facilitates understanding of perceptions, and builds a cohesive work environment. This fosters an environment that respects, appreciates, and values employee, volunteer, and visitor differences and similarities, making it an organizational strength in meeting our mission statement. Diversity offers a variety of views, approaches, experience and actions for use in strategic planning, problem solving, and decision-making. By providing and supporting an organizational workplace that fosters and builds upon diversity and its strengths, ARM will be able to better serve our local communities and continue to provide quality services and experiences. ARM is a hate-free zone, making it a safe space to build and strengthen our community. Discrimination of any form will not be tolerated and can result in an immediate dismissal.

I understand that working relationships among Trustees, Employees, Volunteers, and with the Public, are ones based on equity and mutual respect. I agree to respect the integrity of the individual and will not engage in harassment or discrimination based on gender, age, race, color, ethnicity, nationality, religion, disability/ability, or sexual orientation.

Print Name

Signature

Date