

## Bellamy Museum Code of Conduct

Thank you for agreeing to volunteer at the Bellamy Museum site. We appreciate your interest in social history and historic preservation. Since 1994, this museum has worked to educate through place-based learning and has relied on a committed volunteer group to tell a truthful story. I want to welcome you to that invaluable group and let you know that employees, volunteers, and interns are expected to treat each other and the public with respect and empathy. Doing so has fostered a collegial, community feeling over my years here, and I hope that enjoyable experience continues into the future.



*Gareth Evans,  
Exec. Director*

The purpose of this Code of Conduct is to set out standards of behavior expected from volunteers of the Bellamy Mansion Museum and its parent organization, Preservation North Carolina. Volunteers should maintain the highest standards of behavior in the performance of their duties by:

- Fulfilling their role as outlined in your written volunteer role description and as demonstrated during training;
- Performing their volunteer role to the best of your ability in a safe, efficient and competent way;
- Following the museum's policies and procedures as well as any instructions or directions reasonably given to them;
- Participating in ongoing training for your volunteer role;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed in the course of your role with the Bellamy Mansion Museum with the Executive Director and/or the Operations Manager;
- Meeting time and task commitments and providing sufficient notice, when possible, that you will not be available so that alternative arrangements can be made;
- Acting in a way that is in line with the purpose and values of the museum;
- Communicating respectfully and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people;
- Reporting any health and safety concerns;

- Directing any questions regarding the museum's policies, procedures, support or supervision to the Executive Director and/or Operations Manager;
- Declaring any interests that may conflict with your role or the work of the museum (e.g. business interests or employment). If any doubt arises as to what constitutes a conflict of interest, you may seek guidance from the Executive Director and/or Operations Manager;
- Keeping confidential matters confidential;
- Exercising caution and care with any documents, material or devices, containing confidential information and at the end of your involvement with the museum returning any such documents/material in their possession;
- Seeking authorization before communicating externally on behalf of the Bellamy Mansion Museum or its parent organization, Preservation North Carolina;
- Maintaining an appropriate standard of dress and personal hygiene;
- Avoiding conversations of a religious, political, or otherwise possibly controversial nature when around staff, other volunteers, and museum visitors.

Volunteers are expected NOT to:

- Bring the museum into disrepute (including through the use of email, social media and other internet sites, engaging with media etc.);
- Seek or accept any gifts, rewards, benefits or hospitality in the course of your role;
- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race, or political views/affiliations);
- Be affected by alcohol, drugs, or medication which affects your abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of the museum, its volunteers, employees or board of directors;
- Engage in any activity that may damage property;

- Take unauthorized possession of property that does not belong to them;
- Engage in illegal activity while carrying out their role;
- Improperly disclose, during or after their involvement with the museum ends, confidential information gained in the course of their role with the museum.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of the Bellamy Mansion Museum's other policies and procedures this may result in the volunteer's position being terminated. Notwithstanding the foregoing, volunteers should note that the Bellamy Mansion Museum may terminate a volunteer's position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with the Bellamy Mansion Museum.

Volunteer's signature .....

Name (print) .....

Date .....

Museum staff member's signature .....

Staff role .....

Date .....