

Preamble	<p>The national and international museum community aspires to high standards of ethics and conduct as a prerequisite for all areas of museum activity and responsibility. This aspiration is expressed in the codes of museum associations, professional associations, and individual institutions.</p>
Policy	<p>The Royal Ontario Museum (ROM) will comply with all applicable legislation as well as with the specific legal authority, the <u>Royal Ontario Museum Act</u> (1980). Further, the ROM strives for the highest ethical standards in all aspects of museum activities in recognition of its public trust. All ROM policies, practices, and procedures will be guided by these standards of ethics and conduct and will be developed with due consideration to the established guidelines of the larger museum community. Therefore, the ROM requires that all employees and volunteers</p> <ul style="list-style-type: none">• Treat others with respect and courtesy, both internally and when representing the ROM.• Use their skills and experiences for the benefit of the ROM.• Keep confidential any and all ROM information that involves a matter of trust.• Respect and protect ROM property and facilities, including records, and refrain from using them in a manner or for a purpose that may be contrary to the ROM's interests.• <u>Abide by the Public Service of Ontario Act, 2006 and the regulations thereunder (PSOA).</u>• Must declare conflicts of interests, which will then be addressed. <p>Acquaint themselves with and observe the principles established by the Canadian Museum Association's <u>Ethics Guidelines</u> (1999) and the International Council of Museum's (ICOM) <u>Code of Ethics</u> (Revised edition, 2004). Senior management is responsible for ensuring awareness of and access to these documents.</p>
Explanation of Terms	<p><i>employee</i>: an individual who fills a position approved by the Director & CEO and who receives monetary compensation. ROM employees include senior management, supervisory and exempt staff, unionized employees, and individuals employed by the ROM for a limited duration.</p> <p><i>volunteer</i>: a term that applies to all individuals who provide their time and service to an activity that supports the objectives of the ROM and is authorized and sponsored by the ROM, and for which they are not paid by the ROM. Volunteers include, but are not limited to, members of the Department of Museum Volunteers and the ROM Reproductions Association, trustees, research associates, departmental associates, field associates, curators emeritus, post-secondary or graduate students working in a curatorial department or in the field, and secondary-school students working on a cooperative-education term on Museum premises or volunteering in the Hands-on Discovery galleries.</p>

Date Approved: June 21, 2001

Amended August 29, 2002
December 12, 2005.
March 6, 2008

MONITORING

Adherence to Policy

Board: The Governance Committee will periodically review management's adherence to the policy.

Management: The Director & CEO, **the Deputy Director, Operations, the Deputy Director, Collections & Research**, and the Executive Director, Human Resources & Organizational Development will ensure that the Governance Committee has all the relevant information for determining adherence.

Policy Review

Method Internal Report
Responsibility Governance Committee
Minimum Frequency Every four years
