

## CODE OF CONDUCT

The SM&NC is strongly committed to conducting our operations with honesty, integrity and the highest ethical and professional standards. These standards, which will be reviewed by the Board periodically, are intended to inform all who work with us of policies that govern professional conduct relating to the SM&NC's interests.

The SM&NC expects all employees and contractors to behave in a professional manner during working hours and/or while representing the SM&NC at any time. Employees are expected to adhere to the highest standards of honesty, fairness, and integrity; to respect the rights and property of the SM&NC, its visitors, fellow employees, Board members and other members of the SM&NC community; and to perform job responsibilities conscientiously and energetically. While this list is not intended to be exhaustive of SM&NC's expectations of its employees, at a minimum, all employees are expected to:

- Actively support and pursue the mission and goals of the SM&NC as stated in the SM&NC mission statement and administered by the Executive Director & CEO and Board of Directors. Be an active, positive ambassador and advocate for the organization.
- Protect and preserve the business operation and reputation of the SM&NC, as well as the morale of its employees.
- Maintain the confidentiality of all information relating to the SM&NC, its members, Board members, employees and our strategic business information. Such information includes but is not limited to membership, board, development lists, budgets, exhibit information, security arrangements, prices paid or value of items in the SM&NC's collections, information about donors, lenders, or gifts to the SM&NC that are not otherwise publicly available.
- Avoid any activities, relationships, affiliations or business associations that would create or appear to be a conflict of interest with the business of the SM&NC. Decline inappropriate gifts and do not solicit gifts, donations or entertainment for personal use. Secure and retain all records, data, equipment and information as crucial to our business interests and in a consistent, systematic and reliable manner in accordance with appropriate legal and financial practices. Comply with all legislated requirements regarding personal data of employees.
- Refrain from political or religious activities or solicitations during working hours or on SM&NC business-related activities.
- Maintain the safety and security of the facilities and property of the SM&NC and report to the appropriate management any situation that might affect the health and safety of employees or visitors to our premises. The SM&NC

is a weapons-free environment and firearms of any kind, are not allowed on our site.

- Any employee found to be in violation of the standards of conduct & ethical behavior will be disciplined up to and including immediate termination at the sole discretion of management.

## **STANDARDS OF CONDUCT**

In an effort to guide employees in their behavior, the SM&NC has compiled the following list of inappropriate conduct. Because it is not possible to list every type of inappropriate conduct, this list is not exhaustive nor a limitation on the SM&NC's right to discipline employees or terminate employment at any time. Employees should talk to their manager if they are unsure of what to do in a given situation. Depending upon the circumstances, failure to comply with these standards or any other SM&NC policy or procedure, whether contained in this Handbook or otherwise communicated, may, in the SM&NC's sole discretion, result in disciplinary action up to and including termination of employment.

1. Dishonesty, embezzlement, theft (including but not limited to theft of product, information or time), unauthorized removal or possession of property, or conviction of a crime.
2. Immoral or indecent conduct.
3. Misrepresentation, either verbal or written, or falsification of SM&NC documents including but not limited to employment applications, resumes, time records or expense reports.
4. Insubordination (including refusal to perform work assigned).
5. Use, consumption, possession, distribution, purchase or sale of, or impairment caused by drugs or alcohol during work time or on property.
6. Harassment or discrimination against others including, but not limited to, co-workers, subordinates, suppliers, or clients.
7. Performing other than SM&NC work during working hours, or accepting employment or compensation for services from outside sources that conflicts or interferes with work at the SM&NC without approval.
8. Unauthorized or improper use of SM&NC equipment including, but not limited to, electronic or voice mail, computers, cameras, telephones, postage, copy and facsimile machines.
9. Use of information obtained on the job for any non-job related purpose including, but not limited to, malicious use of information or use for personal or financial gain, or use of inside information wherever it was acquired.

10. Unauthorized access or divulgence of SM&NC, employee, or visitor information or records to unauthorized persons, including discussing plans, needs, or usage of SM&NC services and SM&NC financial information
11. Gambling or sleeping on SM&NC premises or during work hours.
12. Failure to project a positive and professional image including, but not limited to, failing to wear attire appropriate for their position and engaging in unprofessional conduct with or in front of visitors.
13. Making knowingly false negative comments about the SM&NC, co-workers, or visitors.
14. Incompetence, inefficient, and/or careless performance of duties, failure to maintain proper work standards, or other poor performance, as determined by the SM&NC.
15. Excessive or patterned absence or lateness, or failing to promptly contact management regarding absences and lateness.
16. Possession, use, or distribution of dangerous weapons, such as knives, guns, explosives, or any other devices that jeopardize the safety or security of individuals and/or property on SM&NC property (including parking areas). Intimidating conduct of any kind including, but not limited to, threats, whether express, implied or in jest, and fighting.
17. A violation of any other SM&NC policy, procedure or rule.
18. Workplace violence.