

Recommended Revisions to Code of Ethics

Board Amended & Approved 12/10/19

This Code of Ethics expresses the values and philosophy of Pearl S. Buck International along with expectations of conduct for Board Directors, Employees, and Volunteers. Recognizing that adherence to the law provides a minimum standard, our goal is that all people who serve Pearl S. Buck International will observe high standards of business and personal ethics as they carry out their duties and responsibilities. Pearl S. Buck International also takes seriously its commitment to preserve, display, and make accessible the Pearl S. Buck House collection to support its mission and use its core values to be accountable to the public trust.

CORE VALUES

Integrity, Excellence, Accountability, Efficiency, Transparency

STATEMENT OF PHILOSOPHY

Pearl S. Buck International believes a reputation of integrity is our most treasured asset. We keep our word, speak the truth, and treat all people with dignity. We strive for excellence in all we do. We adhere to high standards and are efficient stewards of the resources entrusted to us. We measure effectiveness and are accountable to our donors, the community, the people we serve, and each other. We balance accountability with humility and mission with money. We also do not make decisions based on discriminatory factors such as race, creed, sex, age, disability, gender identity, or sexual orientation. We recognize that diversity is embedded in the social fabric of our community. Pearl S. Buck International will make every effort to ensure that the staff and the Board of Trustees reflect the diversity of our community. As stewards of public trust, we operate with transparency so that people can see what we are doing, how we are doing it, and the value of their financial support. We embody the core values of Pearl S. Buck International in our words and actions and refuse conflict or the appearance of conflict between personal and organizational interests.

All paid employees, members of the Board, interns, and volunteers hold positions of trust that involve responsibilities for promoting and supporting the mission of Pearl S. Buck International: Pearl S. Buck International provides opportunities to explore and appreciate other cultures, builds better lives for children around the

globe and promotes the legacy of our founder by preserving and interpreting her National Historic Landmark home.

All paid employees, members of the Board, interns, and volunteers also follow the mission statement for the Pearl S. Buck House is: *“Opening doors to promote the legacy of Pearl S. Buck by preserving and interpreting her National Historic Landmark home to educate the public and develop cross-cultural appreciation, opportunities for children and families, and worldwide partnerships”*.

GENERAL GUIDELINES FOR DECISION MAKING

Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. All people serving Pearl S. Buck International must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations. To govern behavior and decision-making where no existing regulation provides a guideline, people should ask themselves the following questions and be able to respond “yes” to each question:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with PSBI policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Organization or publicly?
6. Am I sure that my action meets my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

RULES OF CONDUCT

All Board of Directors, employees, and volunteers should ensure that:

- All parties should understand the work and mission of Pearl S. Buck International and its public trust responsibilities
- Speak and act in a manner that reflects the core values of Pearl S. Buck International.
- Serve as a responsible steward of the assets entrusted to Pearl S. Buck International and ensure they are used to comply with donor intentions.
- Ensure that the physical, human and financial resources of the institution are protected, maintained, and developed in support with the mission.
- Avoid all conflicts of interest and the appearance of conflicts of interest.
- Not engage in or condone any form of harassment or discrimination.
- Maintain relationships with staff in which shared roles are recognized and separate responsibilities respected.

- Working relationships among trustees, employees and volunteers are based on equity and mutual respect.
- Maintain the confidentiality of children and families served by Pearl S. Buck International and respect the confidentiality of peers.
- Not manipulate, conceal, and/or abuse privileged information, misrepresent facts or information as it relates to Pearl S. Buck International.
- Strive for excellence and maximize efficiency in the performance of all responsibilities as they relate to Pearl S. Buck International.
- Professional standards and practices guide and inform all operations.
- Policies are held to the highest level and each is performed accurately.
- Understand that the intuition serves society and not individual gain.
- Use all property with care and ensure the long-term preservation and public benefit of the property.
- Individuals employed in the practice of history deserve respect, pay and benefits commensurate with their training, dedication and contribution to society. Volunteers deserve the same consideration as their paid colleagues.
- No such activities shall be undertaken that violate or compromise the integrity of the institution's mission, the ability of an institution or individual to meet professional standards or an institution's not-for-profit status. All governing authority members, employees, and volunteers shall be careful to avoid the appearance and the reality of using their positions or the information and access gained from their discretion and maintain the confidential nature of proprietary information.
- Accepting money, loans, credits, discounts, favors, entertainment, meals, lodging, trips from present or potential suppliers and businesses, which might influence negotiations and purchasing decisions with suppliers, contractors, and other businesses are prohibited.

All Board of Directors, employees, and volunteers ensure that the collections of Pearl S. Buck house:

- Have proper stewardship which entails the highest level of public trust and assumes rightful ownership, permanence, care, documentation, accessibility and responsibility of disposal.
- Will be cared for by the guidelines set forth in the Collections Management Policy with preservation of physical objects and intellectual integrity serving as guiding principles.
- Support its mission and public trust responsibilities.
- Shall not be capitalized or treated as financial asserts
- Shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance or any reason other than preservation or acquisition of collections

- Deaccessioned items cannot be transferred or sold privately, if auction or sale, to PSBI staff, Board Members, Officers, or Volunteers and their representatives.
- According to the AAM Code of Ethics for Museums, funds realized from the sale of deaccessioned items may be used only for “acquisition or direct care of collections.” Thus, when an object is sold, the funds generated should be used to either:
 - Replace the object with another that has relevance, importance or use to the museum’s mission (acquisition)
 - Invest in the existing collections by enhancing their life, usefulness or quality and thereby ensuring they will continue to benefit the public; Pearl S. Buck International adopts this definition for direct care of their collection.
 - This direct care may include undertaking conservation treatments on specific objects or conducting re-housing or other preventative care projects intended to have immediate, physical impact.
 - Funds are not to be used for general maintenance, operating costs, or general improvements unrelated to the preservation of specific objects or collections.
- Will acquire, care for, and interpret historical resources with sensitivity to their cultural origins.
- Are lawfully held, protected, secure, unencumbered, cared for and preserved.
- Are in custody and continue to be accounted for, documented, and inventoried.
- To document a record of the physical condition of the collections, including past treatment of objects and to take appropriate steps to mitigate potential hazards to people and property.
- Can be accessed by the public and are regulated by Pearl S. Buck staff with access and limitations of access governed by institutional policies and applicable rights of privacy, ownership and intellectual freedom.
- Are made available to the public with strict guidelines involving copyright.
- Will be offered through non-discriminatory access to historical resources through exhibitions, tours, public programming, publications, electronic media and research.
- All objects will be treated in a matter that ensures the protection and preservation of the collection in all activities including acquisition, disposal, and loan services and all illicit trade will be discouraged.
- All objects that are acquisitioned into the collection, disposed of, or loaned will align to the mission of Pearl S. Buck International and will adhere to the public trust and its responsibilities.
- The sale, trade, or disposal of collections is solely advance the museums mission. Any funds collected from the sale of collections are only to be used for the acquisition or direct care of existing collections. All collection

related activities including sale and acquisition are to promote the public good and not for individual financial gain.

- All research activities are solely to advance the museums mission.
- Shall handle any claims of competing ownership openly, seriously, responsively, and with all respect for the parties who have addressed their claim.
- All individuals who are associated with Pearl S. Buck International will not compete or appear to compete with Pearl S. Buck International in collecting.
- Board members, volunteers, and employees shall refrain from personal collecting in any manner that conflicts with the interests or credibility of the institution and its policies. Institutions are encouraged to obtain statements of personal collecting interests before individuals become associated with them.
- Any staff, Board members, and volunteers should file a statement disclosing their personal, business, or organizational interests and affiliations that could be construed as being Pearl S. Buck International related.
- All interpretation must be based upon sound scholarship and thorough research.
- Intellectually honest interpretation reflects the cultural context of the subject matter and recognizes the potential for multiple interpretations.
- No interpretation shall use collections in a consumptive manner, except as categorically delineated and specifically allowed within the collection policy.
- Collections shall not be made available to any individual on any basis for personal use, either on or off the premises or for any other purpose and contrary to the adopted collections policy.
- The integrity of our institution must be protected from both the reality and the appearance of undue influence by donors, sponsors and other sources of financial support.
- The objects, materials, their documentation, except items labeled as the Pearl S. Buck Family Trust are the property of Pearl S. Buck International. Any and all materials or items developed, written, designed, drawn, painted, constructed, or installed by staff while working for Pearl S. Buck International are considered the property of Pearl S. Buck International. If materials are being created outside of regular staff time the employee needs to speak with their manager regarding ownership.
- Pearl S. Buck International has the right to copyright, patent any and all material produced by its staff carrying out their job responsibilities as employees of Pearl S. Buck International. Pearl S. Buck International is entitled to receive any and all fees, royalties, or honoraria earned in conjunction with any and all materials produced by staff. This continues after the employee leaves Pearl S. Buck International for any reason, including retirement.

CONDUCT OF THE GOVERNING BOARD

The board of Pearl S. Buck International, in addition to its responsibilities regarding our sponsorship and educational programs, has a responsibility to manage the museum for the education and enjoyment of the public. The governing board should exercise due care in all dealings with the museum. This includes carefully overseeing financial information, reading the board minutes, giving attention to issues that concern the museum and raise questions when something seems unclear or questionable. The governing board should work to the benefit of the organization and not just for the benefit of a task or committee.

CONDUCT OF VOLUNTEERS

Volunteers also have a responsibility to Pearl S. Buck International, especially those who have access to the museum's collections, programs, and privileged information. All policies regarding the collection, conflict of interest, and confidentiality will need to be explained to volunteers and observed by them.

COMPLIANCE TO THE CODE OF ETHICS

All board, staff and volunteers are required to sign this Code of Ethics Statement at the onset of their involvement with Pearl S. Buck International. All board and staff are required to sign a Conflict of Interest Statement annually. If anyone suspects misconduct, illegal activities, fraud, misuse of assets, violations of policies, he/she has a duty to report his/her concerns.

RESOLVING CONFLICTS & CONCERNS

Pearl S. Buck International's open-door policy encourages that all people serving Pearl S. Buck International to share their questions, concerns, suggestions or complaints related to the Code of Ethics, conflicts of interests, accounting, or auditing practices with someone who can address them properly. If, after speaking with the immediate supervisor, the individual continues to have reasonable grounds to believe the concern is valid and/or that it involves misconduct on the part of the immediate supervisor, and/or cannot be directly addressed for fear of retribution, the concern should be taken to the next individual in the chain of command, the person who manages the supervisor. If the concern is related to a Board member or volunteer, the concern may be brought to the attention of the CEO, the Chairperson of the Board, and/or another Board member. However, every effort to honestly and directly address concerns with the immediate supervisor should be made.

When bringing a concern through the appropriate channels does not lead to satisfaction or change the situation, or when a person feels the need to protect their identity, the concern should be made in accordance with the following Whistle Blower Policy.

WHISTLE BLOWER POLICY

Concerns may be submitted on a confidential and/or anonymous basis in writing to the attention of the Chairperson of the Board at his/her address. If the concern is related to any member of the Board, the concern should be submitted in writing to the Chairperson of the Emeritus Board at his/her address. Concerns should be clearly marked "This concern is being submitted in accordance with PSBI's Whistleblower Policy." Staff and volunteers may find the address and contact information of the Chairperson of the Board and Chairperson of the Emeritus Board may be listed on the shared drive under the folder entitled "Whistleblower". Board members may find these addresses and contact information on the Board List submitted to all members.

HANDLING REPORTED VIOLATIONS

All whistleblower concerns reported to the Chairperson (Board or Emeritus) will be submitted to the Executive Committee of the Board of Directors for investigation. If the complaint involves an Executive Committee member, the Chairperson (Board or Emeritus) will exclude that member from the meeting. The Secretary of the Board or appointed Executive Committee member will acknowledge receipt of the concern within five business days if the sender is known. All reports will be promptly investigated by the Executive Committee and appropriate corrective action will be recommended to the CEO and/or Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern. The Executive Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource determined necessary to conduct a full and complete investigation of the allegations.

ACTING IN GOOD FAITH

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Code of Ethics. The act of making unsubstantiated allegations which prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from a volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

CONFIDENTIALITY

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and

may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

It is also the policy of Pearl S. Buck International that its Board of Directors, staff, and volunteers may not disclose, divulge, or make accessible confidential information belonging to or obtained through their relationship with the museum to any person other than those who have been authorized disclosure of the information.

NO RETALIATION

This Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to report concerns within the organization for investigation and appropriate action. With this goal in mind, no Board director, employee, or volunteer who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences, even if the concern is carefully investigated and proven to be unfounded. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

CHANGES TO THE CODE OF ETHICS AND CONFLICT OF INTEREST POLICIES

The Code of Ethics and Conflict of Interest Policies will be reviewed annually by the President & CEO with recommendation to the Executive Committee for revisions as necessary. The current Code of Ethics and the Conflict of Interest Policies has been approved by the Board.