

## Museum Essentials: Ethical Practice – Teams and Organisations

Museums should proactively champion ethical behaviour. All staff, volunteers and governing bodies should be introduced to the code in order to integrate its principles into their daily work. Some museums will also wish to set up their own internal bodies to ensure a degree of ethical oversight; and can use this code as a reference for decision-making.

The following outlines questions to help you think about how you can embed ethical practice in your team or organisation?

### Recruitment and Selection

- Do your documents, advertising, job descriptions etc, reference ethical practice and relevant codes?
- Do you assess awareness, understanding or experience of ethical practice?
- Do you model good ethical behaviour within your recruitment and selection, and other human resource, processes?

### Induction

- Do you provide a Code of Ethics to staff, volunteers and trustees?
- If a face-to-face induction exists do you cover any content relating to ethical practice?
- If an online induction exists do you cover any content relating to ethical practice?

### Appraisals

- Do you explore ethical practice as part of the appraisal process?
- Do you recognise ethical practice as part of the appraisal process?
- Do you reward ethical practice as part of the appraisal process?

### Training

- Do you offer training in critical thinking?
- Do you offer training in ethical practice?

### Meetings

- Do you have a standing agenda item for ethics?

### Reporting

- Do you include references to ethical practice in your annual reports?

### Ethics Committee

- Do you have an internal ethics committee?

### **Ethics Policy**

- Do you have your own ethics policy?

### **Always remember:**

- Embedding may take time.
- A multi-pronged approach may make you more successful.
- There will be different views and opinions – we need to respect difference.