

Museum Essentials: Working Ethically Quiz Answers

Congratulations on completing the Working Ethically course.

You will have complete four quizzes already. This is your final quiz relating to all the other four sections, Overview, Public Engagement and Public Benefit, Stewardship of Collections and Individual and Institutional Integrity.

Outlined below are the answers to the questions. If you want more information please visit the Museums Association website: www.museumsassociation.org/home

Q1 What can you do as an individual to develop your ethical practice?

- A) Read the Code of Ethics.
- B) Talk to others about the Code of Ethics and how it influences your practice.
- C) Visit the Museums Association website and read the case studies.
- D) All of the answers.

The correct answer is D) All of the answers.

Keeping the Museum Association's Code of Ethics in the forefront of your mind will help you become more confident and competent working ethically.

In addition to the options above you may also want to consider joining the Museum Association's Ethics Committee or other similar groups or committees within your own organisation or discipline.

Q2 How can you ensure that your practice is in line with ethical practice?

- A) Nothing - it is not my responsibility.
- B) Reflect on my professional and ethical practice every year or more frequently.
- C) Nothing - my organisation isn't a member of the Museum Association, so I don't need to work ethically.
- D) I don't know.

The correct answer is B) Reflect on my professional and ethical practice every year or more frequently.

This may also include re-reading the Code of Ethics, talking to others about the Code of Ethics and how it influences your practice, visiting the Museums Association website and reading the case studies.

Q3 As a manager what can you do to develop ethical practice within your team?

- A) Role model good ethical practice.
- B) Include Ethics as a standing agenda item.
- C) Keep up to date on advances or contemporary issues and share with your team.
- D) All of the answers.

The correct answer is D) All of the answers.

Keeping the Museum Association's Code of Ethics in the forefront of your team's mind will help you and them become more confident and competent working ethically.

In addition to the options above you may also want to consider inviting a member of the Museum Association's Ethics Committee to attend a team meeting or event.

Q4 As a freelancer how can you support ethical practice within the sector?

- A) Highlight an expectation that organisations you work with adhere to the Code of Ethics for Museums in any contract.
- B) Include reference to the Code of Ethics for Museums, where applicable within any work product.
- C) Keep up to date with advances and current thinking in relation to your practice.
- D) All of the answers.

The correct answer is D) All of the answers.

As we saw in the Case Study about working inline with the Code of Ethics this can be a simple addition to a contract or terms of reference. In addition, you may also want to highlight other codes of practice or conduct as they relate to your specific area of freelancing work.

Q5 In what ways can an organisation ensure they are acting ethically?

- A) Sharing the Code of Ethics with all staff, volunteers, freelancers and trustees.
- B) Including a Code of Ethics point in checklists for policy or project development.
- C) Highlight the Code of Ethics in job descriptions and appraisal processes.
- D) All of the answers.

The correct answer is D) All of the answers.

At an organisational level there are a range of ways in which the Code of Ethics can be highlighted to inform practice.

As we have seen from the Governance Case Study sharing the Code of Ethics as part of induction can ensure that new joiners have information to guide their practice.

Q6 How can you support others to work ethically?

- A) Act as a role model by using and applying the Code of Ethics within your practice.
- B) Signpost others to the Code of Ethics on the Museum Association's website.
- C) Ask questions, using the Code of Ethics as a foundation, to support their practice.
- D) All of the answers.

The correct answer is D) All of the answers.

Q7 What should you first do if you think you are observing unethical practice?

- E) Raise it with your direct line manager, or if a freelancer with the project manager.
- F) Ignore it and hope it goes away.
- G) Speak to the trustees about your concerns.
- H) Contact the Museums Association.

The correct answer is A) Raise it with your direct line manager, or if a freelancer with the project manager.

The situation may have already been considered by the organisation and discussed, your line manager or the project manager can raise and investigate it on your behalf. Of course, the other options still stand if you choose to escalate.

Q8 In what order would you seek support and guidance from the Museums Association?

- A) Contact the Museums Association, visit the website, make a submission to the Ethics Committee.
- B) Make a submission to the Ethics Committee, visit the website, contact the Museums Association.
- C) Visit the website, contact the Museums Association, make a submission to the Ethics Committee.
- D) None of the answers.

The correct answer C) Visit the website, contact the Museums Association, make a submission to the Ethics Committee.

Use the information and case studies on the website to inform your thinking about a particular issue or situation. This may provide clarity of next steps that you and your organisation can take.

If you want further advice complete the submission form to the Museum Association who will look to give additional insight and signposting. It could be that the nature, scale and complexity of the situation requires a fuller discussion by the Ethics Committee and the Museum Association will contact them directly.