

UNITED STATES HOLOCAUST MEMORIAL MUSEUM

Principles of Ethical Conduct

1. Museum service is a public trust, requiring employees to place loyalty to the Museum, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Museum information or allow the improper use of such information to further private gain.
4. An employee shall not, except for certain exceptions set forth in the Standards of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not make unauthorized commitments or promises of any kind purporting to bind the Museum.
7. Employees shall not use their Museum position for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Museum property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with their official Museum duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those – such as Federal, state, or local taxes – that are imposed by law.
13. Employees shall adhere to all laws and regulations that provide equitable treatment for all persons regardless of race, color, religion, sex, sexual orientation, national origin, age, or disability.

Standards of Ethical Conduct

Appendix 1

14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.