

JESUIT DALLAS MUSEUM CODE OF ETHICS

ADOPTED BY THE BOARD OF TRUSTEES March 5, 2019

I. INTRODUCTION

The Jesuit Dallas Museum (the Museum) is housed at Jesuit College Preparatory School in Dallas, an all-boys high school, grades 9-12. Jesuit College Preparatory School of Dallas (JCP) offers young men an excellent, Catholic education in the classical Jesuit tradition with the purpose of forming a community of men with high moral principles and service to others.

The Museum's collection is displayed throughout the JCP campus, in hallways, offices, conference rooms and outdoors. The individual works are complemented by a collection of bronzes and ceramics. The Jesuit Dallas Museum invites students, and visitors to explore a diverse world of artistic genres and ideas. The opportunity to experience art is a vital part of education.

Museum was incorporated in 1986 as a nonprofit institution. Although it is housed on the JCP campus, the Museum is separately chartered and governed by its own Board of Trustees. The Museum's core collection began with a donation of primarily contemporary Native American art. It expanded as the result of subsequent gifts and acquisitions, thanks to financial and material support from private and corporate donors, and prominent artists.

The Board of Trustees of the museum sets forth the following Code of Ethics as stewards of the Museum and its mission and in the best interest of the public trust it strives to uphold.

This Code of Ethics will set forth the responsibility for the actions of the members of the Board of Trustees, Museum employees and volunteers in the performance of their respective duties. The Museum will comply with applicable local, state and federal laws and international conventions, specifically but not limited to those legal standards governing the use and acquisition of works of art.

II. MISSION STATEMENT

The Museum's mission is to enhance the educational experience of students and the broader community through awareness, appreciation, and passion for art.

The Museum stimulates and promotes learning, discussion, appreciation, understanding and enjoyment of visual art through direct engagement with original works of art, and by collecting, preserving, exhibiting and interpreting works of art. This stewardship entails the highest public trust. The Museum must act so as to maintain its integrity and so warrant public confidence. This Code of Ethics affirms

the Museum's goal of carrying out its activities with the highest level of loyalty to its mission and the constituent audiences it serves.

The Museum pursues its Mission by:

*Assembling and maintaining a prized permanent collection that is easily accessible for study and viewing and is held in trust for future generations.

*Showcasing exhibitions that highlight works of compelling expression, with special interest in artists of local or regional origin and/or renown.

*Offering tours of the collection led by both staff and volunteer docents.

*Assisting the faculty to incorporate works of art in teaching and learning across the JCP curriculum.

*Collaborating with other museums and institutions to support exhibits of a particular artist or groups of artists and artwork.

*Extending to local schools access to the collection for learning and teaching as appropriate.

*Collaborating with JCP students and faculty in dynamic team projects.

*Providing training in professional museum practice.

*Advancing original scholarship of JCP students.

*Supporting the mission of JCP.

III. CONFLICTS OF INTEREST

Loyalty to the Museum's mission is necessary for all aspects of the Museum's work, whether volunteer or paid. The duty of loyalty must never be compromised. No individual may use his or her position with the museum for personal gain or benefit, material or financial, or for the personal gain or benefit of another person or company, at the expense of the Museum. Such conduct would risk the Museum, its mission, its reputation and its ability to uphold the public trust. Conflicts of interest, whether actual, potential or perceived, must be recognized and handled accordingly.

The Board, staff and volunteers must conduct themselves with integrity and in the best interest of the Museum and to uphold the Museum's public confidence by maintaining its reputation. The Museum recognizes that Museum staff members may wish to collect works for art for personal enjoyment. Care must be exercised however, to ensure that no conflict or appearance of conflict arises between the staff and the

Museum. Staff members must not collect for themselves in competition with the Museum at any time following the adoption of this Code of Ethics. It is expected that Museum volunteers, Museum Staff and members of the Board of Trustees such will act in a manner that does not compromise the Museum's reputation and that such persons will refrain from competing directly with the Museum in the acquisition of objects.

IV. GOVERNANCE

The Board of Trustees is responsible for the protection and enhancement of the Museum's collection, programs and physical, human and financial resources. The Board of Trustees recognizes that the collection is held in trust for future generations. The Board's policies and actions to guard the resources must be carried out in stewardship of this great public trust responsibility.

While the responsibility for protecting the collection rests with the Board, the daily preservation, conservation, handling, storing and presentation of works of art is the responsibility of the Director. The position of the Museum Director is one of trust. The Director is responsible for implementing the policies of the Board of Trustees for the benefit of the Museum and the public. The Director is responsible for disseminating this Code of Ethics to the Board, staff and volunteers.

The Board ensures that paid staff and volunteers understand and support the Museum's mission and public trust duties. The Board must recognize that its members understand and carry out their board duties as a whole and not as individuals.

The Board also will ensure that the Museum is responsive to and represents the interest of its beneficiaries.

The Board will undertake to ensure that the Museum maintains good relations with the staff in which shared roles are recognized and separate responsibilities are respected and that all working relations among Board members, employees and volunteers are based on mutual respect.

Volunteers and support groups are important to building community relationships and support for the Museum. It is the responsibility of the Director to work with Museum volunteers and groups who work to support the Museum. The Director will work closely with such volunteers and groups to ensure that their goals and priorities are in keeping with those of the Museum. If volunteers or groups assist with Museum fundraising, all fundraising must be done with the approval of the Director.

V. COLLECTIONS

The Museum's collection has resulted from the generosity of its donors and friends who support its mission to enhance the experience of students and the greater community by providing an atmosphere of respect and appreciation for art. The Museum strives through the diversity of its collection to provide an opportunity to understand, engage with and appreciate art as a reflection of many different world cultures. Collections-related activities will promote the public good rather than individual financial gain.

The distinctive character of the Museum is derived from the ownership, care and use of art. The stewardship of the collection entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible de-accessioning. Further description of the policies and procedures of the collection's management and care are contained in the Museum's Collection Management Policy (Policy) and Standards of Care for the Jesuit Dallas Museum Collection, and future policies that may be adopted after the adoption of this Code of Ethics. In the event of any discrepancies between the Policy and Standards of Care and this Code of Ethics, the language in the Collection Management Policy shall take precedence.

The objects in the collection exist for the benefit of present and future generations and appropriate public access must be balanced with the integrity, care, safety, preservation and meaningful rotation of the collection, and shall be in accordance with any security policies and procedures adopted by JCP for its campus.

Acquisition, de-accessioning, and loan activities will be conducted in a manner that respects the protection of cultural resources. De-accessioning of the collection through gift, exchange or sale will be solely on recommendation of the Director to advance the Museum's mission. Use of any proceeds from the sale of any item in the collection is restricted to new acquisitions and/or the direct care and/or preservation of the collection. An essential element of the Museum management is the constant refining by de-accession as well as accession of the collection.

The Museum Director originates consideration of an object for acquisition by purchase. The potential acquisition is then to be discussed by the Standing Committee on Collections. The authenticity, condition, quality and importance of all proposed acquisitions must be supported by the Director. The Board of Trustees has final word on whether to purchase an object.

Objects offered as gifts similarly require the donor to furnish information as to its legal title, description, date and method of acquisition by the owner, proof of authenticity, provenance, current appraisal and other information as set form in the Museum's Policy.

Specific procedures for de-accession and disposal are located in the Collection Management policy. The removal of any work requires serious deliberation and in

compliance with the Policy. If feasible and appropriate, living donors will be informed of the Museum's intention to de-accession a work. In the case of living artist, consideration will be given to notifying the artists. Records of all de-accessioned objects, including photographs, documentation of the disposal shall permanently remain in the Museum's file.

The Museum will ensure that no discredit to the Museum or any of its works of art will be caused by improper commercial use, photographic reproduction, distortion or defacement of any object in the collection.

The Museum will comply with national and international regulations regarding the collections development and management, including the UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export or Transfer of Ownership of Cultural Property (1970); Convention for the Protection of Cultural Property in the Event of Armed Conflict (the Hague Convention, 1954); the Native American Graves Protection and Repatriation Act (NAGPRA); and the American Art Museums Directors (AAMD) Task Force on the Spoliation of Art during the Nazi/World War II Era, 1933-1945).

No action pertaining to the de-accessioning and disposal of an object should be undertaken in such a manner that would impugn the reputation of the artist or his or her body of work, nor impair the integrity and good standing of the Museum within the community or Museum profession.

VI. PROGRAMS

The Museum encourages and advances the understanding and direct encounter with art through its exhibitions, staff or docent-led tours, educational activities, research, art-related events, loans of works of art and cooperative, inter-institutional programs.

In its selections of exhibitions, the Museum shall follow the criteria developed in its Collection Management Policy, including the opportunity for meaningful involvement of JCP students, faculty and the broader community.

The Museum exhibits shall be open and accessible to both JCP and the community, and the Museum shall strive to ensure that its interpretive materials and programs that accompany the exhibits meet the Museum's public trust responsibility by adhering to the highest standards for intellectual honesty founded on sound scholarship.

The Museum will ensure that:

*Programs support the museum's mission and responsibilities.

*Programs encourage the development of diverse values, traditions and concerns.

*Revenue-producing activities and activities with external entities are compatible with the Museum's mission and responsibilities.

*Programs promote the public good rather than gain for an individual, group of individuals or company.

VII. PAID AND UNPAID PERSONNEL

It is the Museum's policy, under governance of JCP's policy, to provide equal employment opportunity for all employees and qualified applicants without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, veteran status, disability unrelated to the ability to perform a job with or without reasonable accommodation, or membership in any protected category under federal, state or local law. This policy applies to all personnel actions, benefits, terms and conditions of employment, including but not limited to, hiring, placements, training, compensation, transfer, promotion, leave-of-absence, termination, layoff and recall. This nondiscrimination policy also applies to dealings with artists, collectors and non-employees such as visitors, volunteers, vendors or subcontractors.

The Museum is committed to the highest ethical principles in all relations with artists, collectors and business suppliers. Any Museum staff member who is authorized to spend Museum funds should do so with impartiality, honesty and with regard only for the best interests of the Museum. All current and future staff, the director and volunteers must adhere to the standards of conduct in this Code of Ethics. Those who work voluntary for the museum are expected to be familiar with this Code and comply with it as related to their actions.

Subject to applicable laws, staff members, members of the Board of Trustees and volunteers must protect all confidential information relating to the source of material owned by or on loan to the Museum, as well as security arrangements of the Museum and JCP, or the security arrangements of private collections or any place visited in the course of official duties. Confidentiality must also be respected in relation to any item brought before the Museum for identification of donors or potential donors. Information not otherwise available to the general public about the activities of the Museum, including administrative activities that the staff, members of the Board of Trustees, or volunteers may acquire in the course of their duties, shall not be used for personal advantage or other purposes.

Any and all materials or items developed, written, designed, drawn, painted, constructed or installed by employees, members of the Board of Trustees or volunteers while carrying out their responsibilities to the Museum are considered to be the property of the Museum with the Museum having all the rights to the property.

Volunteers are vital to the Museum's programs. The Director will collaborate with volunteers and provide them with appropriate training. Access to the Museum's internal activities and information is a trust. The lack of material compensation does not free volunteers from adherence to standards that apply to paid staff.

In addition, employees, members of the board of Trustees and volunteers shall comply with the conflict of interest and ethics provisions of state law and specific JCP policies and procedures, as applicable.

Every Museum employee is entitled to a measure of personal independence equal to that granted comparable professionals in other disciplines, consistent with their professional responsibility. Loyalty to the Museum must always be in the forefront. To the public, the Museum and its staff and volunteers are never wholly separated. Staff, members of the Board of Trustees and volunteers must be concerned not only with their own true, personal motivations and interests but also with the way in which such actions might be construed by the outside observer.

The Museum and its employees benefit from the public visibility and, as a measure of public trust, esteem and responsibility. In turn, the Museum must manage itself wisely as a steward of the public trust and as an educational institution worth of tax-exempt status. The donors who support the Museum provide their financial support with the firm belief that their donations are being wisely and prudently managed for the furtherance of the Museum's mission. In upholding this public trust, all trustees, employees and volunteers must be aware of their individual responsibility to uphold and further the integrity and reputation of the Museum. All employees and volunteers are expected to conduct themselves with the highest ethical standards, which include but are not limited to honesty, integrity, fidelity, fairness, respect and caring of others.

It is also understood that the obligation to uphold the public trust and adhere to the highest ethical principles may require members of the Board, the staff and volunteers to limit or avoid engaging in any action that would compromise their ability to fulfill their obligation in support of the Museum's mission. Staff and volunteers must put the interest of the Museum ahead of self-interest in the event of any actual potential or perceived conflict of interest.

Museum staff or volunteers will not provide an appraisal for income or estate tax purposes to any donor or potential donor of a work of art. It is the responsibility of the donor or potential donor to obtain and pay for any such appraisal. The Museum staff and volunteers may determine confidential valuations for objects already within the collection for internal record-keeping purposes, such as for de-accessioning or obtaining insurance on the object or the collection as a whole. Such valuations are deemed private, proprietary and confidential information of the Museum, and will have no bearing on appraisals conducted for a donor's tax purposes. Museum staff and volunteers should not agree to verify (as opposed to express an opinion) the authenticity of works or art or artifacts for private individuals, dealers, galleries, or auction houses.

Staff members may assist collectors or other museum professionals in identifying, authenticating and assessing the quality of works of art. Opinions and information of this type may be provided verbally for free, but any written statements must be accompanied by a disclaimer absolving the staff member and the Museum of any responsibility should the stated opinion be incorrect or untrue. All opinions whether written or verbal, shall be free of monetary or other compensation to staff members. The Museum and its staff and volunteers are not permitted to issue to collectors or other non-staff members any written statement of monetary valuation of any object.

In furtherance of its responsibility to uphold the public trust in all of its activities and programs, the Museum, through its Board of Trustees, has adopted the Jesuit Dallas Museum Whistleblower Policy (2009) to ensure honest and integrity in the conduct of all duties and responsibilities.

VIII. RECOURSE

Any issue that raises actual, potential or perceived ethical questions within the scope of this Code of Ethics, including but not limited to conflicts of interest, should be brought to the Museum Director. Once reviewed by the Director and depending on the issue, the matter might be brought before the Board of Trustees. If an ethical issue is raised regarding a member of the Board of Trustees, then the Director and the Chair of the Board, if needed, will discuss the matter and take appropriate action as needed.

Any issue that raises questions concerning the Director should be brought to the President of JCP and the Chairman of the Board, who will discuss the matter and take appropriate action as needed. Any issue concerning the Chair should be brought to the Director and the President of JCP who will discuss the matter and take appropriate action as needed.