

Adirondack Experience

Code of Ethics



**ADIRONDACK
EXPERIENCE™**

The Museum on Blue Mountain Lake

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Introduction and Purpose

Scope and Public Trust Responsibilities

As a nonprofit educational museum holding collections and information in the public trust, the museum is committed to public accountability, transparency in its mission and operations, and to providing physical and intellectual access to its resources in fulfillment of its mission.

This Code of Ethics applies to all trustees, officers, committee members with delegated authority, employees, and volunteers.

Alignment with AAM Ethics and Core Standards

This Code aligns with the American Alliance of Museums (AAM) Code of Ethics for Museums and supports the AAM Core Standards. It affirms our commitments to public trust and accountability, collections stewardship, education and interpretation, leadership and organizational structure, financial stability, and facilities and risk management.

Diversity, Equity, Accessibility, and Inclusion (DEAI)

We advance diversity, equity, accessibility, and inclusion as core ethical responsibilities integral to museum excellence. We strive to remove barriers to physical and intellectual access, foster inclusive interpretation that reflects the breadth of our communities, and ensure equitable organizational practices in recruitment, retention, governance, and engagement.

Fiduciary Duties and Institutional Transparency

The museum is committed to transparency and public accountability in its operations and ethical commitments, including making this Code of Ethics publicly available on its website.

Trustees, senior staff, and volunteers uphold the fiduciary duties of care, loyalty, and obedience; ensuring decisions advance the mission, safeguard assets, and comply with applicable laws and policies.

The Adirondack Experience is dedicated to public service and education. Its representatives accept responsibility for maintaining the public trust by acting with integrity, objectivity, and high ethical standards. This Code of Ethics imposes requirements that may exceed the requirements of law, but reflects the Adirondack Experience's dedication to fulfilling its mission according to the highest ethical standards.

Mission Statement: The Adirondack Experience preserves and interprets the diverse stories of Adirondack history, culture, and people to spark thoughtful dialogue and help shape the Adirondacks of the future.

The Adirondack Experience is the one of the largest, and most recognizable, institutions in northern New York State, holds collections of national importance, and is entrusted with the cultural heritage of the people of the greater Adirondack region for the benefit of the public. As such, it is

always in the public eye. The actions and statements of the members of its governing body (trustees), employees, and volunteers are a reflection on the institution they serve. Loyalty to the Adirondack Experience, and to the audiences it serves, is paramount. trustees, employees, and volunteers must avoid conflicts of interest, and perceived conflicts of interest, to ensure the integrity of the Adirondack Experience is not compromised. No individual may use his or her position or relationship with the museum for personal gain or for the benefit of another at the expense of the museum, its mission, its reputation, or the communities it serves.

This corporation is organized and operated exclusively for charitable purposes, as set forth in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under that section of the Code. The corporation is not formed for pecuniary profit or financial gain, and no part of its net earnings, income or assets shall inure to the benefit of any individual (except that reasonable compensation may be paid for services rendered to or for the corporation in furtherance of one or more of its purposes). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except to the extent authorized by Section 501(h) of the Internal Revenue Code of 1986, as amended). The corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

The Adirondack Experience Code of Ethics sets forth general guiding principles for all trustees, employees, and volunteers in conducting the business of the museum. Compliance with this policy of ethics and conduct is the responsibility of the museum and every Adirondack Experience trustee, employee, and volunteer. Although it is not possible to specify every action that could be considered unethical or create a conflict of interest, this policy sets forth the ones that most frequently present problems and offers guidance in principle for others. If an employee or volunteer has any question with regard to whether an action or proposed course of conduct would be unethical or create a conflict of interest, he/she should contact the Executive Director or the Human Resources Manager to obtain advice on the issue. A museum trustee should contact the Executive Director or the Chairman of the Board.

All museum trustees, employees and volunteers are given a copy of the Code of Ethics Policy, and are required to sign a Disclosure Statement affirming that they have read and understand this policy and what is required of them. Any changes to this policy will be communicated directly to both trustees, employees, and volunteers.

This Code of Ethics is further supplemented by:

- The Adirondack Experience Bylaws
- Human Resources Policies and Procedures Manual
- Collections Management Policy

Annual Disclosure: All trustees and key staff complete annual conflict-of-interest disclosures and update them promptly as circumstances change. Individuals must recuse themselves from deliberations and decisions where a conflict, potential conflict, or appearance of conflict exists.

Code of Ethics

The Adirondack Experience's Code of Ethics requires trustees, employees, and volunteers to observe high standards of business and personal ethics in the discharge of their duties and responsibilities. Trustees, employees, and volunteers of the museum must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Conflict of Interest

Museum trustees, employees, and volunteers have an obligation to conduct business to avoid actual or potential conflicts of interest with the activities, policies, operations, collections, and interests of the museum. A trustee or employee is considered to have a conflict of interest when the trustee or employee, or any member of his or her family:

1. Has any personal, business or organizational interest or affiliation that could be construed as being museum related, or
2. May receive a personal, business or organizational benefit from a museum transaction or knowledge of confidential museum information.

Museum Trustees

Prior to election to the Board of Trustees, each museum trustee shall file a Disclosure Statement with the Executive Director and the Chairman of the Board identifying any personal, business, or organizational interests and affiliations that could be construed as museum-related. This statement shall include a list of positions in and special relationships to other museums or organizations whose purposes or programs in any manner relate to or impinge upon the purposes, programs or activities of the museum. The museum trustee is responsible for keeping that statement up to date

If a real or apparent conflict arises between the interests of a trustee, or an organization or person close to him/her, and the interests of the museum, the trustee should disclose the conflict to the Executive Director or the Chairman of the board. If a potential or perceived conflict does exist, the Chairman shall make a report thereon to the relevant committees or officers. A trustee shall not vote on, approve or recommend any transaction in which he or she has an actual, potential or perceived conflict of interest. If the trustee is present at a meeting of the board or any committee at which such a matter is considered the trustee shall leave the meeting during the discussion and vote. The remaining trustees shall determine whether the transaction is both proper and beneficial to the museum. The minutes of the meeting shall record the disclosure of the conflict, the trustee's abstention from consideration of the matter, and the determination, if made, that the transaction is in the museum's interest. If disclosures of the interest and abstention from voting are insufficient to avoid the appearance of conflict of interest, the appropriate course for the trustee may be to resign from the board.

Employees

The museum recognizes that employees may engage in activities outside of their employment which are of a private nature and unrelated to the museum's business. Prior to employment, each employee shall file a Disclosure Statement with the Human Resources Manager identifying any personal, business, or organizational interest and affiliations that could be construed as museum related. This statement shall include a list of positions in and special relationships to other museums or organizations whose purposes or programs in any manner relate to or impinge upon the purposes, programs or activities of the museum. The employee is responsible for keeping that statement up to date. Whether or not a matter constitutes a conflict of interest shall be determined by the Executive Director and the Human Resources Manager.

Confidentiality

Information acquired in the course of duties and not generally known nor available to the public must be considered confidential and proprietary to the museum and may be divulged only to individuals within the museum with both a need to receive and authorization to receive the information. Confidential information shall not be divulged to any person not an employee or trustee of the museum without prior approval by the Executive Director or Chairman of the Board. Museum trustees, employees, and volunteers shall not use for personal advantage any information received as a result of serving the museum.

Use of the Museum's Name/Logo

The reputation and name of the museum are valuable assets that must not be exploited or discredited. In connection with outside activities, trustees, employees, and volunteers shall not use the museum's name/logo without prior approval of the Board of Trustees in the case of a trustee, or the Executive Director in the case of an employee.

The materials, products, designs, plans, ideas and data of the Adirondack Experience are the property of the Adirondack Experience and shall not be shared with an outside firm or individual except with prior authorization by the Board of Trustees or the Executive Director. Trustees, employees, and volunteers should use the museum's collections, property, services, supplies, data or resources solely for the official business of the museum.

Ownership of Scholarly Materials

All work produced within an employee's scope of employment shall remain the property of the museum. All such works shall be considered works made for hire under the copyright law, and the museum, at its option, may register in its name claims of copyright for such works. Works may not be reproduced for other than museum related use without authorization from the Executive Director.

Non-infringement of Intellectual Property Rights of Third Parties

Employees shall ensure that their contributions to museum work product are either original to them, or are public domain materials or licensed from a third party for use by the museum, in which case they shall be properly attributed. Employees shall not incorporate into museum work product the unlicensed authorship, inventions, or trade secrets of third parties. If an employee has any question as to whether museum work product may incorporate the unlicensed intellectual property of a third party, he/she shall bring the question to the attention of his/her supervisor.

Outside Employment/Community Service

The employee's primary responsibility is to the museum. Outside employment/community service must not interfere with this responsibility, and it must not compromise the professional integrity of the employee or the reputation of the museum. No fees are to be paid to any employee for services which the employee is required to or expected to perform as part of his/her duties as a museum employee.

Certain types of outside employment/community service, including self-employment and consulting, can benefit both the museum and the employee by stimulating professional development. Museum employees are encouraged to teach, lecture, and write, provided these activities do not interfere with the performance of museum duties. If they are performed on the employee's own time, without the support services of the museum, then fees, honoraria, and copyrights may be retained by the employee. However, if they are performed during normal working hours or with the use of museum resources, the employee and the Executive Director must agree in advance on an equitable arrangement concerning time, remuneration, and copyrights. Remuneration may be monetary or non-monetary, direct or indirect.

Employees engaged in outside activities similar to those they perform for the museum are often perceived as representatives of the museum, even though the outside work may be completely independent of the Adirondack Experience. For that reason, employees must disclose to the Executive Director any planned outside employment/community service that in any way resembles or relates to the duties they perform for the museum.

Appraisals/ Referrals to Outside Services

It can be of benefit to the museum for employees to assist others in determining authenticity of works of art or historic documents or objects. Employees are not permitted to provide a financial appraisal.

Museum employees should be circumspect in referring private citizens to outside suppliers of services such as appraisers and restorers. To avoid the appearance of favoritism, more than one qualified source of service should be provided whenever possible.

Board–Executive Relationship

The board governs by setting mission, values, and policy and by exercising oversight; the Executive Director manages day-to-day operations and staff. Trustees avoid directing staff except through the Executive Director or established channels and respect management’s role in professional judgments.

Employee/Trustee Communication

In all administrative matters, including solicitation of gifts or the actual donation of a gift, trustees employees, and volunteers should deal openly and candidly with each other and the Executive Director of the museum. Trustees should not give directions to or act on behalf of, employees unless such actions have been approved by the Executive Director.

Gifts, Gratuities and Favors

No trustee or employee shall accept gifts or entertainment from persons dealing with the museum that might be considered by an objective observer to have the potential for influencing his or her conduct of the business of the museum. The trustee/employee must disclose to the Executive Director or the Chairman of the Board the circumstances surrounding such a gift. Gifts of money in whatever form are never acceptable. In addition, the term “gifts” encompasses not only works of art and historical artifacts but also discounts on personal purchases greater than those offered to the museum, offers of outside employment, and other arrangements advantageous to the museum employee.

Museum trustees shall not ask employees for assistance with a personal matter without prior approval of the Executive Director.

Deaccessioning and Use of Proceeds

Use of Proceeds: Proceeds from the sale of deaccessioned items may be used only for the acquisition of collections items and/or the direct care of existing collections, as defined in the museum’s Collections Management Policy. This Code uses language identical to the Collections Management Policy. Disposal of collections items is undertaken solely to advance the museum’s mission and improve the quality and relevance of the collections.

Direct Care: Direct care refers to activities that enhance the physical condition, ensure the preservation, or improve the storage and environmental stability of collection items (e.g., conservation treatment, rehousing, environmental controls and monitoring). Direct care does not include general operating expenses, exhibitions production, or marketing.

Human Remains and Sacred or Culturally Sensitive Objects

The museum treats human remains and sacred or culturally sensitive items with the utmost respect and dignity. The museum complies with applicable laws (e.g., NAGPRA) and consults with affiliated and stakeholder communities as appropriate regarding the care, interpretation, or disposition of such items. The museum exercises due diligence to establish clear title and provenance prior to acquisition and discourages illicit trade in cultural property. The museum respects cultural patrimony and applicable laws and guidelines in all collections activities.

Provenance and Cultural Property

Collections Ethics

The museum acquires, stewards, and uses collections in accordance with applicable law and professional ethics. Stewardship entails rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

Personal Collecting

No trustee or family member or employee may knowingly compete, directly or indirectly, with the museum for the purchase of works of art or objects of interest to the museum. No trustee, or family member, or employee may purchase deaccessioned material directly from the museum or at auction if consigned by the museum. No trustee or family member or employee may directly or indirectly sell material to the museum except upon terms approved by the Collections Committee. If the trustee or employee selling the item is a member of the Collections Committee, he/she shall not attend or participate in the meeting of that committee when a decision is made whether to purchase.

Dealing

Museum trustees, employees, and volunteers may not deal in any work of art, historic artifact, rare book or historic document that falls within the museum's collecting scope. Dealing is defined as buying and selling for profit as a regular activity as distinguished from occasional selling or exchanging in the management of a personal collection. Identifiers of "dealing" include, but are not limited to the following: (1) extended and prolonged rather than occasional or infrequent collecting activity (including sales, purchases and trades); (2) buying and/or selling that is publicly promoted; (3) activity so extensive or frequent that it warrants a dealer tax number; and /or (4) a shop, address or bank account dedicated to the buying and selling activity.

In some circumstances, dealing by employees in objects collected by other museums can also present serious problems and may be prohibited. Exceptions may be permitted only after full disclosure by the trustee or employee, and review and approval by the Executive Director in consultation with the Chairman of the Board.

Loans of Art Objects and Historical Artifacts

Loans of art objects and historical artifacts owned or created by trustees, employees, or volunteers can benefit the museum and the public. However, objects can be considerably enhanced in value

by being exhibited. Therefore, the sole consideration of the museum in asking for and accepting such loans shall be the prospective benefit to the public and the discharge of the museum's mission.

Trustees, employees, and volunteers are not allowed to store personal collections on museum property, unless, in the discretion of the Executive Director, such storage is required to carry out their duties for the museum.

Donation of Art Objects and Historical Artifacts

Trustees may want to donate gifts of works of art or objects to the museum. The Chief Curator and the Executive Director shall decide whether such works of art or objects are appropriate to the museum's mission and whether such works of art or objects add to the existing collections. If the Executive Director and the Chief Curator decide to accept a work of art or object from a trustee, the disposition of the object or work of art shall be wholly within the discretion and control of the Executive Director and Chief Curator. Once a trustee has decided to donate a work of art or an object, he/she shall have no further or additional control over the disposition of the work of art or object unless agreed in writing by the Executive Director and/or Chief Curator and the trustee prior to donation.

Volunteers

Volunteers play an important role in the museum's operations. They have a responsibility to the museum, especially those with access to the museum's collections, programs, and confidential information. Volunteers must work for the betterment of the museum and not for personal gain. The Code of Ethics Policy, including the conflict of interest restrictions, must be explained to volunteers and observed by them. They must keep confidential any information that they obtain in the course of their work and must not use their affiliation with the museum to obtain benefits that would not normally be available to the general public.

Compliance Officer (Human Resources Manager or Designated Trustee)

The Compliance Officer shall be the Human Resources Manager of the museum. The museum's Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning unethical conduct and shall advise the Executive Director and, when appropriate, the Chairman of the Board and/or the Audit Committee of the Board of Trustees. If for any reason it is inappropriate for the Compliance Officer to act with respect to a complaint, the Chairman of the Audit Committee shall designate another officer of the museum or a trustee to conduct the necessary investigation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Compliance Officer has direct access to the Audit Committee and is required to report to the committee at least annually on compliance activity.

Reporting Unethical Conduct

It is the responsibility of all trustees, employees, and volunteers to report good faith suspicions or concerns of unethical conduct. Reports should contain enough information to support the concern and allow an appropriate investigation to begin.

Museum Trustees

Trustees are required to report suspected concerns of unethical conduct to the Executive Director in the case of an employee, or the Chairman of the Board in case of a trustee. The Executive Director and/or the Chairman of the Board will consult with the museum's Compliance Officer, who has specific and exclusive responsibility to investigate all reported complaints.

Complaints or concerns of unethical conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously in writing. Anonymous complaints must be in writing and submitted to the Chairman of the Board. Complaints or concerns will be kept confidential to the extent possible, but information may be disclosed consistent with the need to conduct an adequate investigation or take appropriate corrective action.

Disclosure of reports of concerns or complaints to individuals not involved in the investigation will be viewed as a serious offense and may result in removal from the Board of Trustees or other disciplinary action against the trustee.

Employees

Employees should initially discuss their concern with their supervisor. However, if the employee is not comfortable speaking with his/her supervisor or is not satisfied with the supervisor's response, the employee should contact the Executive Director. Supervisors and the Executive Director are all required to report suspected concerns of unethical conduct to the museum's Compliance Officer, who has specific and exclusive responsibility to investigate all reported complaints. For suspected fraud, the employee should contact the museum's Compliance Officer directly.

Complaints or concerns of unethical conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Anonymous complaints must be in writing and submitted to the Compliance Officer. Complaints or concerns will be kept confidential to the extent possible, but information may be disclosed consistent with the need to conduct an adequate investigation or take appropriate corrective action.

Disclosure of reports of concerns or complaints 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.

Accounting and Auditing Matters

The Audit Committee shall address all reported concerns or complaints regarding museum accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Audit Committee of any such complaint and work with the committee until the matter is resolved.

Enforcement

It is the responsibility of all employees, trustees, and volunteers to become familiar with the Adirondack Experience's Code of Ethics. The museum requires all employees, trustees, and volunteers to observe this Code as a condition of employment or affiliation with the museum.

Museum Trustees

If a museum trustee fails to comply with any aspect of the Adirondack Experience's Code of Ethics policy, an investigation will be conducted, and appropriate corrective action will be taken which may include removal from the Board of Trustees.

Employees

If an employee fails to comply with any aspect of the Adirondack Experience's Code of Ethics policy, an investigation will be conducted, and appropriate disciplinary action will be taken, up to and including termination of employment.



ADIRONDACK EXPERIENCE™

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Code of Ethics Disclosure Statement

In accordance with the Adirondack Experience’s Code of Ethics Policy approved by the Board of Trustees April 23, 2026 (Pending), I hereby file a statement disclosing my personal, business and organizational interests and affiliations that could be construed as being museum-related or that I believe could contribute to a potential conflict of interest.

I have listed my positions in and special relationships to other museums or organizations whose purposes or programs in any manner relate to or impinge upon the purposes, programs, or activities of the museum.

I understand that I am responsible for updating this statement whenever significant changes occur.

(If there is nothing to disclose, so indicate.)

I have read the Adirondack Experience’s Code of Ethics Policy in its entirety and hereby affirm that I understand its contents and agree to abide by the Code of Ethics. I certify that the disclosure information listed above is true and complete to the best of my knowledge.

Trustee Signature

Trustee Name (printed)

Date



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I have listed my positions in and special relationships to other museums or organizations whose purposes or programs in any manner relate to or impinge upon the purposes, programs, or activities of the museum. I have also listed any outside employment that in any way resembles or relates to the duties I perform for the museum.

I understand that I am responsible for updating this statement whenever significant changes occur.

(If there is nothing to disclose, so indicate.)

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Committee Member Signature

Committee Member Name (printed)

Date



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I understand that I am responsible for updating this statement whenever significant changes occur.

(If there is nothing to disclose, so indicate.)

I have read the Adirondack Experience’s Code of Ethics Policy in its entirety and hereby affirm that I understand its contents and agree to abide by the Code of Ethics. I certify that the disclosure information listed above is true and complete to the best of my knowledge.

Employee Signature

Employee Name (printed)

Date



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I understand that I am responsible for updating this statement whenever significant changes occur.

(If there is nothing to disclose, so indicate.)

I have read the Adirondack Experience’s Code of Ethics Policy in its entirety and hereby affirm that I understand its contents and agree to abide by the Code of Ethics. I certify that the disclosure information listed above is true and complete to the best of my knowledge.

Volunteer Signature

Volunteer Name (printed)

Date

Review, Approval, and Public Access

Approved by the Board of Trustees on: April 23, 2026 (Pending).

The museum will make this Code publicly available (e.g., on its website) to promote public accountability and transparency.

This Code of Ethics is reviewed at least every five (5) years, or sooner if required by changes in AAM standards, accreditation expectations, or applicable laws. Revisions are approved by the Board of Trustees.