



Smithsonian Institution

ADVISORY BOARD ETHICS STATEMENT

I. GENERAL

The Smithsonian Institution depends upon and is grateful for the voluntary service of members of its various advisory boards. Advisory Board Members play important roles in providing guidance to and supporting the work of Smithsonian museums, research centers, and programs. The Smithsonian benefits from having committed and dedicated Advisory Board Members who help serve its mission.

The Smithsonian adheres to a high standard of ethical conduct designed to foster public confidence in our integrity and to ensure that Smithsonian activities are conducted and resources are utilized in support of the Smithsonian's mission, in accordance with professional standards and practices, and for the benefit of the public. Individual museum or unit Advisory Board Members must exercise due diligence and good faith in carrying out their duties on behalf of the Smithsonian, and must refrain from taking any action that might conflict, or appear to conflict, with the interests of the Smithsonian.

II. CONFLICTS OF INTEREST DEFINED

It is expected that an Advisory Board Member may receive reputational benefit from their service to the Smithsonian and may either routinely or occasionally seek to connect the Smithsonian to people and organizations with which they have various types of affiliations. Except in the circumstance provided below, that benefit and such activities do not on their own constitute a conflict of interest.

An Advisory Board Member may have a potential, actual, or an appearance of a conflict of interest, when the Advisory Board Member or any member of his or her immediate family (spouse, parents, siblings, and children):

- A. Has any outside personal, business, or organizational interest or affiliation with an individual or organization that does business or seeks to do business with the Smithsonian, e.g., serves as a trustee, officer, director, employee, or general partner, or owns greater than 5% of the voting stock or controlling interest in an organization that does business or seeks to do business with the Smithsonian, or
- B. May receive a personal financial, business, or organizational benefit due to his or her position and/or knowledge of and access to confidential Smithsonian information.

III. DISCLOSURE AND RECUSAL

- A. If an Advisory Board Member has interests or affiliations that could be construed as having or seeking a business relationship to the Smithsonian, the Member shall disclose such interests or affiliations to (i) the chair of the Advisory Board's executive committee ("Executive Committee Chair") or the chair of the overall board ("Advisory Board Chair") and (ii) the director of the related museum or unit ("Director") as soon as the Member recognizes that there is a potential conflict or an appearance of a conflict. The Director may consult with the General Counsel to determine whether a conflict of interest exists. Factors that may be considered in this

determination include whether the matter has required or will require action by the Advisory Board. If the Director, after consultation with the General Counsel as appropriate, determines that a conflict of interest exists, the matter shall be reported to the Advisory Board's executive committee, or if the Advisory Board does not have an executive committee, to the full board.

- B. An Advisory Board Member shall not take any action on or participate in any discussion with respect to any transaction in which he or she has a conflict of interest. If the Member is present at any meeting of the Advisory Board or any committee at which such a matter is considered, the Member shall leave the meeting during the discussion and vote. The remaining Advisory Board Members shall determine whether the transaction is both proper and beneficial to the Smithsonian. The minutes of the meeting shall record the disclosure of the conflict, the Member's recusal from consideration of the matter, and the Advisory Board's final decision.

IV. USE OF SMITHSONIAN TITLE AND AFFILIATION

Advisory Board Members may not use their affiliation with the Smithsonian for financial or tangible personal gain.

V. NON-PUBLIC AND CONFIDENTIAL INFORMATION

Advisory Board Members may have access to non-public or confidential information during the course of their service on a board. Advisory Board Members may not use such information in connection with any activity outside the scope of their Advisory Board service.

VI. PERSONAL COLLECTING

Advisory Board Members may maintain personal collections of collection items of the type collected by the Smithsonian, but no Advisory Board Member or family member may knowingly compete, directly or indirectly, with the Smithsonian for the acquisition of any collection item. No Advisory Board Member or family member may acquire de-accessioned collection items directly from the Smithsonian, but may acquire collection items in the same way as other members of the public through public auction or ordinary procedures for requesting the use of scientific samples. A sale or loan to the Smithsonian of any collection item or items owned by an Advisory Board Member or family member shall be subject to approval of the Director and the Advisory Board's executive committee or Advisory Board Chair to ensure that the Advisory Board Member does not receive an improper advantage from the arrangement.

VII. CONSULTATION

In order to assist Advisory Board Members in faithful adherence to these guidelines, Advisory Board Members are encouraged to consult with the advisory board Executive Committee Chair or Advisory Board Chair and the Director, who may consult the General Counsel as appropriate, whenever a question arises as to the applicability of these guidelines.

I have read and understand the Advisory Board Ethics Statement and will comply with the principles stated therein throughout my term of service on the advisory board.

Advisory Board Member

Date