TOWNSEND HISTORICAL SOCIETY

Code of Conduct

February 2026, Rev 1.1

A Code of Conduct cannot address every situation you might encounter, and the Townsend Historical Society relies on your good judgment and integrity to uphold the spirit and intent of the Code of Conduct. If you are ever unsure about what to do in a particular situation, discuss the issue with the President / Board of Directors, and ask questions.

Professional Conduct

All employees, volunteers and members of the Board of Directors are expected to maintain a respectful, professional, and courteous demeanor in all interactions with fellow members, volunteers, donors, town officials, partner organizations, and the local community, and to perform their duties in a manner that supports THS's mission and operations.

Do not use Townsend Historical Society property, information, or your position for personal gain.

Confidentiality

Employees must maintain confidentiality of organizational information including donor records, financial data, non-public business records, and personnel information, and may not disclose such information except as required to perform their job duties or as otherwise authorized by THS.

Official Communications

Do not act as a Townsend Historical Society spokesperson unless you have coordinated with the Board. Only board-designated representatives are authorized to make official statements or representations on behalf of the Society to the media, partners, government entities, or the general public.

All questions or requests from the media must be directed to the Board to determine the appropriate response.

Social Media and Public Forums

Employees who identify themselves as Townsend Historical Society employees on social media or in public forums should clarify when expressing personal views. Employees may not disclose confidential organizational information in any forum, whether professional or personal.

Conflicts of Interest and Recusal from Governmental or External Decision-Making Bodies

Recognize and address conflicts of interest. Conflicts occur when you or your immediate family members' personal interests, relationships, outside employment, or activities affect, or appear to affect, your decision-making in your Townsend Historical Society role.

Employees must disclose any potential conflicts of interest and may not use their position for personal benefit or to advance personal agendas contrary to organizational interests.

To uphold the duty of loyalty and avoid any actual or perceived conflict of interest, board members and employees of the Townsend Historical Society shall promptly disclose to the Board (or appropriate committee) any service on a governmental board, commission, committee, or other public body that may consider, rule on, grant funds to, or otherwise act on matters involving the Society, its board members, employees, significant donors, or individuals/families with substantial influence over significant donations.

Upon such disclosure, or if a potential conflict arises, the individual shall recuse themselves from any participation—including discussion, deliberation, or voting—on the governmental or external body in any matter directly or indirectly affecting the Society, its board members, employees, or significant donors. A "significant

donor" is defined as any individual, family, or entity that has contributed $5,000 or more in aggregate to the Society in the current or immediately preceding fiscal year (or such other threshold as the Board may periodically establish).

This recusal requirement is intended to prevent even the appearance of impropriety or undue influence and to ensure decisions are made solely in the best interests of the Society. Disclosures of external board service and significant donor relationships shall be made annually or upon any material change, in accordance with the Society's annual disclosure procedures.

Employee Rights

Nothing in this policy limits employees from speaking in a personal capacity about their own employment or working conditions.

Compliance

Violations of this Code of Conduct, Townsend Historical Society policies, contractual obligations, or laws will be taken seriously and may result in disciplinary action, up to and including termination of employment.

The Townsend Historical Society Code of Conduct applies to all Board members, employees, and volunteers. The responsibilities of Board members are also documented in the Board of Directors' manual.

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Sign

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Print

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Date