

Barcelona, 22nd May 2014

Museu Nacional d'Art de Catalunya

CODE OF ETHICS

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1. Introduction

The **Museu Nacional d'Art de Catalunya** is a public service cultural institution, responsible for preserving Catalan artistic heritage, for boosting its social use by means of conservation, research, diffusion at a maximum level, and transmitting it to future generations.

As a public service and as a cultural institution of reference in Catalonia, the **Museu Nacional** has the clear will to contribute to the sustainable development of the country from its specificity. It aims to integrate, in its governance and management, the concerns that emerge from the relation and transparent dialogue with its interest groups, and to be responsible, in this way, for the consequences and impacts derived from its actions.

Mission

In accordance with the trajectory of the museum since its origins and with its principal mission, this project aims to reaffirm its social commitment and the vocation for providing a public service, with the clear will:

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- To show the Catalan artistic expression in its global sense, without chronological limits and with the maximum relation with its environment.
- To boost as far as possible the preservation, accessibility and visibility of the collections, the research and enhancement, by promoting a high level of social and educational use of these.
- To place the scientific knowledge, the generation of contents and ideas, the collection itself, and the resources of the museum at the service of the public, for its enjoyment and enrichment, making the experience of the visit, be it physical or virtual, one of maximum quality.

Vision

The Museu Nacional d'Art de Catalunya is consolidated as a public service and as a cultural institution of reference in Catalonia, with a clear will to contribute to the development of the country from its specificity. The museum is committed, in a clear way, to situating culture in the centre of public life, to contributing to sustainable development and to involving the citizenship through its programme of Social Corporate Responsibility.

Within these plural games of identities which will make up the 21st century, the Museu Nacional aims to contribute in a narrative way to our society.

Values

The Museu Nacional d'Art de Catalunya is, mainly, a public service, and as such is at the service of the society and acts under the principles of equal opportunities, transparency, submission to legality, efficacy, and efficiency in the management of resources:

- Cultural diversity
- Participation of the citizenship
- Compliance with the ethic measures
- Networking
- Active participation of the workers
- Equality of gender
- Universal use of the cultural services
- Spirit of innovation
- Connection between the museum and the civil society
- Accessibility
- Sustainability
- Austerity
- Awareness-building
- Promotion of values

2. Aim and scope

The aim of this document is to define the commitments towards good governance and socially responsible behaviour which the museum is obliged to fulfil with its interest groups and which have been elaborated in a joint way with the staff of the organisation.

The criteria included does not aim to contemplate the totality of the situations or circumstances in which we can find ourselves, but to establish some general guidelines of behaviour that can orient the way in which we act during the carrying out of its professional activity, although these criteria do not replace, whatsoever, the reference legislation in each of the aspects explained.

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The present code has been produced taking into account the following basic documents:

- IQNet SR 10. Systems for the management of social responsibility
- ISO 26000. Social Responsibility Guide
- Professional ethics code of the International Board of Museums (ICOM)
- Statutes of the Museu Nacional d'Art de Catalunya
- Law of Museums (17/1990, of 2nd November)
- Law of Catalan Cultural Heritage (9/1993, of 30th September)

3. Functions and responsibilities

In a general way, the functions and responsibilities towards the Code are:

• **Board of Trustees /Management:**

- To approve the Regulation of the Social Board in which its composition and functioning is regulated.
- To establish the pertinent actions about the base of the communication by the Social Board of any complaint and/or conflict that could be produced as a result of possible defaulting of the Code.
- To ensure that nobody receives reprisals as a consequence of consultations or communications regarding the non-fulfilment of the Code or any other related information.

• **Social Board:**

- To act in accordance with its regulation.
- To interpret the Code and guide the actions in case of doubt, fostering its diffusion, knowledge and fulfilment in all its interest groups.
- Collect and enable the resolution of the possible conflicts or infringement related to the application of the Code.
- Facilitate and manage a way of communication with all the interest groups for any consultation, suggestion or complaint.
- Report to the governing organs of the **Museu Nacional d'Art de Catalunya** with periodical information about the fulfilment of the Code, as well as the activities of the Board itself and opportune recommendations and proposals for keeping it updated, for improving its contents and for enabling and managing those aspects considered opportune.

• **All the staff:**

a) In a general way:

- To know and comply with the laws, regulations and rules applied to their workplace, as well as the principles and criteria described in this Code and in the Social Responsibility Policy.
- To ask for advice and assessment in case of doubts and to inform of any non-fulfilment or infringement of the criteria included in this Code to the Social Board through the channels established, as well as any suggestion that is considered opportune for improving our behaviour and our management system.

b) Specifically for the people who supervise or direct the work of others:

- To lead by example ensuring that the people under their responsibility understand the principles and criteria established in the Code and count on the necessary resources to be able to fulfil it.
- To supervise and make sure the Code is complied with, also by paying attention to the conduct of third parties (staff of providers and suppliers, etc.)

4. Commitments with interest groups

In a general way, the **Museu Nacional** is committed towards establishing the necessary mechanisms and systems of control for ensuring that the people who form part of the organisations carry out their functions in accordance with the commitments and values included in the social responsibility policy and within the present ethical code, and specifically, in accordance with the following internationally recognised principles of social responsibility:

- **Accountability** for our impact on the society, the economy and the environment; to accept suitable scrutiny and, furthermore, the duty to respond to this scrutiny, making the Code of Ethics public, as well as the policy of social responsibility, the annual report of the Museum and the information published in terms of social responsibility.
- **Transparency** in our decisions; to reveal in a clear, precise and complete way, information about the policies, decisions, and activities for which we are responsible, including our known and probable impact on the sustainability, providing the necessary channels and applying the Professional Code of Ethics of the College of Publicists and Public Relations of Catalonia.
- **Ethical behaviour** based on the values of honesty, equity and integrity. These values imply the concern for the people and the natural environment, and a commitment towards treating the impact of our activities and decisions on our interest groups. The Committee of Social Responsibility and the Social Council have been created as organisations to watch over this ethical behaviour in the museum.
- **Respect for the interests of our interest groups**; to respect, consider and respond to their interests. Internal procedures are provided that describe the communication channels of the Museum.
- **Respect for the principle of legality**; to accept that this principle is obligatory. This implies taking the necessary steps so as to know the applicable laws and regulations and to inform the members of the organisation of the obligation to observe and implement these measures.
- **Respect for the international regulations of behaviour**; in the moment of obeying the principle of legality, in situations in which the law, or its implementation, does not provide suitable environmental or social safeguards, applying the regulations that affect the Museum, such as, for example, the regulations of commerce of cultural goods or the law of transparency.
- **Fostering Social Responsibility**; including the practices of social responsibility in all those aspects related to groups of interest such as the educational programme, the programme of activities and the purchasing policy.
- **No interference**; to avoid any form of corruption, bribery, or illegitimate interference in the political or administrative field that compromise the objectivity and Independence of the two parts. Furthermore, to avoid interfering in the work of other professionals, associates, companies or museums from the sector. Respecting the Code of Best Practices for the high level posts of the Administration of the Generalitat de Catalunya and actively participating in the development of the Network of Art Museums through the Museum's Plan of Catalunya.

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The **Museu Nacional d'Art de Catalunya** is a member of the ICOM (International Council of Museums) and as a member it has subscribed to the Code of Ethics of ICOM for the museums. This code makes the following commitments:

1. Museums guarantee the protection, documentation, and promotion of the natural and cultural heritage of humanity.
2. Museums that maintain collections hold them in trust for the benefit of the society and its development.
3. Museums hold primary evidence for establishing and furthering knowledge.
4. Museums provide opportunities for the appreciation, understanding and management of the natural and cultural heritage.
5. Museums hold resources that provide opportunities for other public services and benefits.
6. Museums work in close collaboration with the communities from which their collections originate as well as those they serve.
7. Museums operate in a legal manner.
8. Museums operate in a professional manner.

Furthermore, also, as a socially responsible organisation, it respects the basic rights included in the Declaration of Human Rights, with special attention for those related to the activity carried out by the museum, such as:

- *The respect for human dignity*
- *The abolition of child exploitation*
- *The abolition of forced labour*
- *The non-discrimination and equality before the law*
- *Equal opportunities*
- *The protection of the environment*
- *The principles of health and safety in the workplace*

For this reason, the museum has a Protocol for the prevention, detection, action and resolution of situations of sexual psychological harassment, for reasons of gender or sexual orientation and other discriminations at work, with a Plan of self-protection in force and pays special attention to the compliance of the regulations regarding health and safety at work.

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5. Management of the Code

This **Code is applicable to all the people who form part of the Museu Nacional d'Art de Catalunya and it is our responsibility to comply with it and make sure it is complied with.** The Social Board is the organ responsible for its interpretation and fulfilment, as well as studying and proposing solutions to the Management/Board of Trustees when faced with any complaint or conflict that may result from possible faults in the Code.

With this aim in mind, the following communication channel has been defined that the different interest groups can use to resolve possible doubts, make suggestions, etc., as well as informing about possible cases of misconduct that may infringe any of the issues dealt with here:

email: rsc@mnac.cat

The personal details received will be treated in an absolutely confidential way and managed in accordance with the requirements established in the legislation of reference in matters related to the protection of personal data and the principles included in the present Code and Regulation of Social Responsibility.

In case of non-fulfilment, the **Museu Nacional** is committed to taking immediate action, which will include an exhaustive and objective analysis of the causes and circumstances of this alteration and of a proposal of the pertinent corrective measures. The possible sanctions will be established according to the disciplinary regime established in the reference agreements.

We very much hope that this code will be respected by all our interest groups, and especially, by those that maintain direct contact with our organisation.

The **Museu Nacional d'Art de Catalunya** is committed to communicating this code to all its interest groups, to carry out a constant revision and an evaluation of the issues considered here.

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