

POLICY OF ANDERSON ISLAND HISTORICAL SOCIETY

BOARD MEMBER AND STAFF CODE OF CONDUCT

PURPOSE: The purpose of this policy is to present a code of conduct for AIHS Board members and contracted staff doing work for AIHS. For purposes of this Code, staff includes AIHS employees, independent contractors, contracted personnel, and other paid service providers while performing work for or representing AIHS.

AIHS Board members and contracted staff doing work for AIHS represent the organization and are expected to uphold the highest standards of professionalism, respect, and integrity. This Code applies whenever Board members or staff are acting on behalf of AIHS, participating in AIHS activities, attending AIHS meetings or events, using AIHS property or resources, or communicating about AIHS business.

Professional Conduct. AIHS Board members and contract staff shall:

- Treat volunteers, members, visitors, staff, and board members with respect at all times. Respectful conduct includes refraining from harassment, discrimination, intimidation, bullying, threats, retaliation, profanity directed at another person, and conduct that a reasonable person would view as hostile, abusive, or demeaning.
- Maintain a calm, professional demeanor, especially during disagreements or stressful situations. During disagreements, Board members and staff must focus on facts, duties, policies, procedures, and organizational interests rather than personal attacks, assumptions about motives, or disparaging characterizations.
- Avoid raising your voice, using aggressive language, or engaging in confrontational behavior. Board members and staff must not use their position, authority, access, or influence to intimidate, pressure, exclude, or retaliate against volunteers, members, visitors, staff, contractors, or other Board members.

Leadership Expectations

- Model respectful communication. Board members and staff are expected to set the tone for respectful conduct and to respond appropriately when they observe conduct inconsistent with this Code.
- Support volunteers and provide clear instructions. Instructions to volunteers should be clear, consistent with approved procedures, within the person's role or authority, and coordinated with the designated supervisor or Board-approved lead for the activity.

- Help maintain a positive, welcoming environment. Board members and staff should not undermine that environment through gossip, public criticism of individuals, repeated confrontation, exclusionary conduct, or conduct that discourages good-faith participation in AIHS activities.

Safety and Compliance. Board members and staff shall:

- Follow all safety procedures and ensure volunteers do the same. Board members and staff may take immediate, reasonable steps to address an imminent safety risk, including pausing an activity or requiring a person to leave an area, subject to later review under applicable AIHS policies.
- Report incidents, hazards, or conflicts promptly. Reports should include, when available, the date, time, location, persons involved, description of what occurred, names of witnesses, and any immediate safety or preservation steps taken, and should be handled under the AIHS Conflict Resolution and Reporting Procedure, Policy 2026-28.

Integrity and Accountability. Board Members and staff shall:

- Perform duties responsibly and reliably. Board members and staff must disclose actual, potential, or perceived conflicts of interest and must not participate in decisions or actions where their impartiality reasonably could be questioned, unless the Board determines participation is appropriate.
- Use organizational resources appropriately. Organizational funds, records, equipment, spaces, collections, keys, passwords, access privileges, and confidential information may be used only for authorized AIHS purposes and not for personal benefit or unauthorized third-party benefit.
- Maintain confidentiality when required. Confidential information includes nonpublic information about volunteers, members, donors, visitors, staff, contractors, Board matters, reports, personnel matters, finances, security, collections, records, or operations. Confidentiality does not prevent reporting concerns, cooperating with a review, complying with law, or sharing information with the President, a designated Board officer, or another person with a need to know.

Conflict Resolution

- Address disagreements calmly and constructively. Concerns, conflicts, and reported incidents should be addressed under the AIHS Conflict Resolution and Reporting Procedure, Policy 2026-28, unless immediate action is necessary to protect safety, property, records, confidentiality, or AIHS operations.
- Seek assistance from the President or Board when needed. If the President is involved in the concern, has a conflict of interest, or is unavailable, assistance should be sought from another Board officer or a disinterested Board member.

Consequences

Violations of this Code may result in corrective action, up to and including termination. Corrective action should be proportionate to the nature and seriousness of the conduct, the individual's role, prior history, safety risk, and organizational needs. For Board members, corrective action may include coaching, warning, censure, limitation of assignments, request for resignation, or removal only as permitted by AIHS bylaws and applicable law. For staff or contractors, corrective action may include coaching, warning, training, suspension or limitation of work, contract action, termination of employment or contract, or other action authorized by the Board. Before final corrective action is imposed, the affected person should be informed of the concern and given a reasonable opportunity to respond unless immediate action is necessary to protect safety, property, records, confidentiality, or AIHS operations.

Adopted by the Board of Directors of AIHS Date: 5/11/2026

A handwritten signature in cursive script that reads "Robert Bedoll". The ink is dark and the signature is fluid, with the first and last names being clearly legible.

Robert Bedoll, President