



# Friends of the Museums Singapore

## Code of Conduct

Friends of the Museums (Singapore), FOM, has grown into a well-regarded organisation in the Singapore art and culture scene over the years from its inception in 1978. This is largely due to the efforts of our volunteers who are a large group with diverse backgrounds, value systems and expectations. Our volunteers are the face of FOM and it is therefore imperative the organisation states clearly what behaviour is expected of its volunteers.

1. All volunteers shall project an image in keeping with the dignity, prestige and status of FOM and the museums and institutions they serve. A volunteer must not by his action or words cause disrepute or damage to FOM's image and credibility or undermine FOM's core values.
2. All volunteers shall at all times treat all fellow members, staff of FOM's partners and visitors to the museums with courtesy. Any act of misconduct on the part of the afore-mentioned parties shall not be taken as an excuse for discourtesy on the part of the volunteer.
3. A volunteer shall conduct himself in a manner that does not undermine the proper performance of his own duties or that of other volunteers.
4. All volunteers shall observe proper decorum in their communication with FOM's partners. They must be aware they are ambassadors of FOM in the eyes of the public.
5. A volunteer can be the spokesperson for FOM only with the express permission of the FOM president.
6. A volunteer shall accord mutual respect to other volunteers and museum staff. He must not make any comment that is discriminatory, intimidating, defamatory or offensive with regard to religion, ethnicity, race or gender.
7. A volunteer shall respect the confidentiality of information acquired during the course of work in FOM.
8. A volunteer shall respect and observe copyright rules.
9. A volunteer shall be a good team player and contribute to the cohesiveness of the organization.

This Code of Conduct shall be incorporated into FOM's Code of Ethics as referenced in the organisation's Constitution, section 5.3.2 and as specified in the organisation's Bylaws section 2.2. The FOM Council shall have final interpretation of the Code of Conduct and have the obligation to enforce it as provided in Section 5.4.

(Approved by FOM Council: March 19, 2014 for inclusion in FOM By-laws)