

CODE OF ETHICS

**CONSORCI DE LES DRASSANES REIALS
I MUSEU MARÍTIM DE BARCELONA**

MUSEUM MARKET



INDEX

1. PREAMBLE	5-6
2. SCOPE	6
3. PRINCIPLES OF INSTITUTIONAL INTEGRITY	7-8
4. PRINCIPLES OF ACTION CONCERNING ASSETS AND COLLECTIONS	9
5. ETHICS COMMITTEE	9
6. APPROVAL, VALIDITY AND DISSEMINATION	9

CODE OF ETHICS

**CONSORCI DE LES DRASSANES REIALS
I MUSEU MARÍTIM DE BARCELONA**

1. PREAMBLE

The **Consorti de les Drassanes Reials i Museu Marítim de Barcelona** (CDRiMMB) is a public consorcial entity of a local nature, the objectives of which are inscribed in its *Statutes* <https://www.mmb.cat/wp-content/uploads/2019/02/Estatuts.pdf>.

Founded in 1993, the CDRiMMB is comprised of: Barcelona Provincial Council (owner of the Maritime Museum and the assets attached to same), Barcelona City Council (owner of the Drassanes Reials architectural complex), and Barcelona Port Authority, which participates in the conservation of the building and in the organisation of the activities carried out within same. It is a public administrative organisation and, therefore, has a duty to ensure the right of the general public to good administration.

The mission of the **Maritime Museum of Barcelona (MMB)** is to interpret and disseminate Catalan maritime culture in an innovative, participative way that involves society and the territory by means of research, conservation and safeguarding heritage. The MMB is a leading institution in Mediterranean maritime culture, it is transparent and accessible to the general public, and co-operates with people and organisations. Its aims are to achieve excellence in heritage management and the creation and dissemination of knowledge, at the same time as working to promote the social and territorial progress of its environment.

Good governance and good administration require the adoption of instruments to ensure the implementation and design of an ethical infrastructure that includes a framework

of institutional integrity. To that end, and in accordance with its desire to serve the general public, the CDRiMMB has approved its own *Code of Ethics*, as a self-regulating instrument that reflects all the rules of conduct, ethical values and principles of good governance to which everyone linked to the organisation is committed.

The organisation's **values and principles** of action are:

- **Equality and respect** for all, without any discrimination on the basis of place of birth, place of residence, racial or ethnic origin, gender, sexual orientation, religion or beliefs, functional diversity or age, observing equality of opportunities, taking into consideration degrees of vulnerability and accepting diversity.
- **The commitment** to act impartially, with the obligation to fulfil all agreements in a responsible, integral and professional manner, in accordance with the current laws and showing respect for human rights and individual freedoms.
- **Transparency** to disseminate the organisation's information on a permanent, updated and comprehensible basis, using the most accessible instruments. Trust and participation depend on transparency.
- **Responsibility: rigour and professionalism** to ensure that we all do our best, contributing initiatives for improvement and adapting to the changes in our environment and promoting professional excellence, at the same time as ensuring the use of the appropriate knowledge, skills and approaches for the activities being carried out.
- **Proactive participation:** acting with the maximum possible consensus, sharing information and publicising the results of the participative processes.

- **Innovation** and a desire for improvement in order to adapt to the needs of a changing world.
- **Sustainability and efficiency** in our management of resources, in order to minimise as far as possible the environmental impact of our actions and to guarantee economic equilibrium.
- **Universal accessibility:** making available to the general public the information generated by the organisation and giving particular visibility to the collections and the information they contain.

To draft this code, we have taken as our reference points the codes of ethics of the institutions that represent benchmark entities for the CDRiMMB:

- *The ICOM Code of Ethics for Museums:*
<https://icom.museum/wp-content/uploads/2018/07/ICOM-codigo-Es-web-1.pdf>
- *Barcelona Provincial Council Code of Good Governance and Institutional Quality:* https://transparencia.diba.cat/sites/transparencia.diba.cat/files/public/imce/comuns/20170330_codi_bgqi_13_rev.ap.t4.3.pdf
- *Barcelona City Council Code of Ethics and Conduct:* <https://ajuntament.barcelona.cat/transparencia/ca/codi-conducta>
- *Barcelona Port Authority Code of Ethics:*
<http://www.portdebarcelona.cat/web/autoritat-portuaria/codi-etic>
- *Universal Declaration of Human Rights, in addition to the conventions approved by the United Nations:* https://www.ohchr.org/en/udhr/documents/udhr_translations/cln.pdf

Specifically, as a member of ICOM, the CDRiMMB takes as its own the basic principles of its professional Code of Ethics, which establish, as a minimum standard:

- Conserve, interpret and promote our natural and cultural heritage.
- Safeguard the collections for the benefit of society and its development.
- Provide essential information in order to determine knowledge and to explore it in greater depth.
- Facilitate the enjoyment, comprehension and management of cultural and natural heritage.
- Offer opportunities for other public services and benefits.
- Work together with communities.
- Act in accordance with the law.
- Ensure that everyone has access to the museum and its collections.
- Behave in a professional manner.

2. SCOPE

This *Code of Ethics* reflects the rules of conduct, ethical values and principles of good governance of the CDRiMMB. The aim of the code is to improve levels of transparency, integrity, socially responsible ethical behaviour, accountability and non-discrimination. It includes the mechanisms and procedures required to guarantee its successful application.

The code is addressed mainly to people linked to the CDRiMMB, in the performance of their duties, as well as the different interest groups, volunteers, collaborators and suppliers.

The code is especially addressed to the elected members of the General Management who, in addition to respecting the code, must promote and ensure compliance with same.

3. PRINCIPLES OF INSTITUTIONAL INTEGRITY

The CDRiMMB is a public service, and consequently is obliged to serve the interests of the general public. It must ensure that the law is upheld and respected, it must act with equanimity, integrity and transparency, it must act in a sustainable manner and must be accountable to the general public for its actions.

The **rules of conduct** of the *Code of Ethics* determine the commitments to good government and responsible behaviour that must be upheld by the members of the organisation in the performance of their duties.

The **members of the governing bodies** (General Council, Executive Committee, Presidency and General Management) pledge to perform their duties and responsibilities according to the following criteria:

- Act in the true interest of the institution without jeopardising the responsibilities of the CDRiMMB beyond that which is established in the legal framework and the stipulations of this code.
- Publicly disseminate the criteria used for appointing people to positions on the Board of the CDRiMMB, focusing on their competence, qualifications and experience.
- Attend Council and the Committee meetings regularly, and always provide due justification for any absence from same.
- Avoid any personal practices that might generate suspicion of corruption or which could represent an attack on the principles of good

governance and transparency.

- Promote all the lines of action designed to ensure compliance with the values enshrined in the *Code of Ethics*.
- Circulate the *Code of Ethics* among all employees and interest groups.
- Ensure that an Ethics Committee is created and guarantee that this body should act with absolute impartiality and diligence.
- Assign the funds of the approved budget, making a rational, effective use of same.
- Guarantee the principles of transparency, openness, equality, participation, merit and ability in all processes.
- Promote social inclusion for all groups, especially the most disadvantaged and/or vulnerable groups.
- Introduce measures that foster internal communication, participation and the representation of employees and interest groups.
- Guarantee public procurement procedures in accordance with the principles of transparency, legality and openness, by incorporating criteria for ethical purchasing, sustainability and gender equality.

The **General Management** pledge to perform their duties and responsibilities according to the following criteria:

- Incorporate ideas and approaches to help improve the well-being of all employees.
- Maintain a proactive management approach to the areas of risk prevention, health and security in the workplace, always in compliance with the protocols approved by the CDRiMMB.
- Anticipate and act on any kind of abuse and harassment at work, always ensuring compliance with the *Equal Opportunities Plan* (<https://www.mmb.cat/wp-content/uploads/2017/06/>

[Pla-igualtat.pdf](#)) and the *Action Protocol in the Event of Sexual Harassment* (<https://www.mmb.cat/wp-content/uploads/2017/06/2017-229-Protocol-assetjament-sexual-vOK-ALTA.pdf>), both approved by the CDRiMMB.

- Promote a work-life balance for employees that does not prejudice their personal advancement.
- Promote personal and professional development among employees by encouraging them to engage in training, improvement and innovation.
- Introduce mechanisms and conditions that help to improve the quality of the work environment, thus ensuring a safe and healthy work environment for all employees.
- Assign the funds of the approved budget, making a rational, effective use of same.
- Introduce measures to encourage internal communication.
- Comply with the requirements of responsibility and transparency when hiring staff, including the social, ethical and sustainability clauses and those concerning gender equality.

The **employees** of the CDRiMMB pledge to:

- Serve the public responsibly and effectively.
- Respect the code of ethics relating to their respective professional profiles.
- Help to create a workspace that is friendly, fair and sustainable.
- Work efficiently, avoiding any waste of resources, and refraining from making personal use of the assets and property of the CDRiMMB.
- Notify the Management, for their due approval, of all invitations to give talks or participate in conferences to which employees are invited personally and on behalf of the CDRiMMB. Act transparently in all such actions, as well as for any allowances and/or expenses received.

As a socially responsible institution, the CDRiMMB acknowledges its responsibility to its **interest groups**, especially the general public, visitors and users, to which end, every person belonging to the organisation pledges to:

- Be aware of and comply with the laws, regulations and rules of work and to apply them to the performance of their duties, in addition to the rules and principles described in this code.
- Refrain from accepting, either directly or indirectly, gifts or presents that go beyond the normal standards of courtesy and respect. In the event that an employee does receive gifts or presents that go beyond the normal standards of courtesy and respect, said gifts or presents should be either returned or submitted for inclusion as assets and/or property of the CDRiMMB.
- Build relations based on trust and respect.
- Process data and information with integrity, honesty and transparency, and with due respect for the protection of personal data and confidentiality.
- Introduce mechanisms to facilitate active listening, participation and dialogue with the general public.
- Reply promptly to all questions, complaints and suggestions.
- Report any actions that infringe the requirements of the *Code of Ethics* to the Ethics Committee.

4. PRINCIPLES OF ACTION CONCERNING ASSETS AND COLLECTIONS

The CDRiMMB is responsible for conserving and protecting the **assets** and **collections** that it safeguards. It pledges to use and disseminate them for the public good, with the aim that they should become tools for knowledge, inspiration and enjoyment for the general public. The organisation has the responsibility and obligation to conserve them for future generations.

The **architectural complex** of the Drassanes Reials of Barcelona houses the head office of the Maritime Museum of Barcelona. It is an historic building that has been catalogued as a site of National Interest, and in accordance with the mission of the CDRiMMB, it must be conserved, and research and study of the building must be encouraged and developed.

With regard to the **collections**, there must be full compliance with the purchasing policy of the MMB and its policy on the management of collections. Likewise, there must be full compliance with the Code of Ethics of the International Council of Museums (ICOM). The documents containing these pledges are the following:

<https://icom.museum/wp-content/uploads/2018/07/ICOM-codigo-Es-web-1.pdf>
<http://biblioteca.mmb.cat/portades/15182.pdf>

All research and investigation projects executed by MMB employees, or by professionals commissioned by the institution, must be linked with the mission, vision and objectives of the MMB. All research, investigations and projects headed by the MMB must be accessible, via the various communication channels.

None of the **spaces** that form part of the architectural complex of the Maritime Museum and the Drassanes Reials de Barcelona may be made available to any persons, bodies, associations or organisations that violate any of the ethical principles listed in this Code.

5. ETHICS COMMITTEE

An Ethics Committee must be set up in order to promote, monitor and assess compliance with this code. All members of said committee must act independently, objectively and impartially. An internal function and organisation regulation must be drafted, which will be disseminated publicly.

6. APPROVAL, VALIDITY AND DISSEMINATION

The procedure for the approval, modification or loss of validity of this *Code of Ethics* shall be the responsibility of the General Council.

This *Code of Ethics* is public. Its openness must be guaranteed by means of its publication in the

CODE OF ETHICS

**CONSORCI DE LES DRASSANES REIALS
I MUSEU MARÍTIM DE BARCELONA**

BOP, the Transparency portal and the CDRiMMB website.

The General Management must make every effort necessary to ensure compliance with this code, and especially to publicise and promote it to ensure that all organisations and individuals connected with the CDRiMMB are aware of the requirements and stipulations therein.

