



## CODE OF ETHICAL CONDUCT

Adopted: 12/2006  
Last Amendment: 8/13/2020

To: NAWCC Members

The Board of Directors adopted a **Member Code of Ethical Conduct**, a copy of which is attached to this message. This Code has been developed to provide a clear set of guidelines for ethical personal conduct in your daily horological pursuits, whether in business, attendance at NAWCC sponsored meetings and events, in personal contact with any member or non-member, or in correspondence or dialogue in any horological venue whether with members of the public or members of the NAWCC.

What is the difference between ethics and conduct? **Ethics** is the discipline dealing with what is good and bad, and with moral duty and obligation. **Conduct** describes your actual interactions in society. The NAWCC cannot regulate or provide guidance regarding your personal ethics; however, by this Code it defines what is acceptable ethical conduct.

This Code applies to every NAWCC member. Each of us represents the NAWCC when we identify ourselves as a member, and it is important that we all understand that if we are to draw new members and retain current members, our Association has to maintain a good public and private reputation for honesty and integrity. We trust that this Code will help both you and the Association to enjoy the benefits that come from a trustworthy reputation.

Thank you for your attention. Should you have any question regarding any point of the Code, please contact a member of the Ethics Committee.

Board of Directors, NAWCC

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## **PREFACE**

On joining or renewing membership with the National Association of Watch and Clock Collectors, Inc. (NAWCC), every member undertakes an obligation to uphold its purposes and to conduct oneself in an exemplary manner in the horological community. Continuation of membership shall be conditional upon adherence to the NAWCC Articles of Incorporation, Bylaws, Standing Rules, and Member Code of Ethical Conduct (hereinafter known as the Code).

Every member agrees to adhere to this Code, which establishes the standards for ethical conduct for NAWCC member activities. The Code is founded on the principles of honesty, integrity, fairness, respect, courtesy and trust in interpersonal relationships, business transactions, publication of horological works, and interactions with the public.

Members violating this Code of Ethical Conduct may forfeit some, or all, privileges of NAWCC membership.

## **MEMBER RESPONSIBILITIES**

### **A. General Conduct**

1. Members shall conduct themselves in a way that brings no reproach or discredit to the NAWCC, any NAWCC Chapter, any other NAWCC member, any member of the public, or to themselves in the pursuit of their horological interests. It is acceptable to debate issues and philosophies, but not the character of people or entities. Members shall show respect to every individual and not engage in personal attacks of any kind against any other person, member, or organization in any manner at any NAWCC venue including but not limited to:
  - a) Websites, webinars, social media sites, videos, podcasts, forums and blogs,
  - b) Meetings such as chapter, regional, national events, symposiums, and online video conferences, and
  - c) Publications such as newsletters, articles and editorials.
2. Members shall take reasonable and proper care of all horological items in their possession.
3. Membership in the NAWCC does not constitute any representation or warranty by the NAWCC to any member or any other person. Members may use the NAWCC logo or name in a manner that reflects their status as a current member, such as "Member, NAWCC". No NAWCC logo or name may be used for personal or monetary gain in any way, and no Member shall portray that they are endorsed by or representing the NAWCC in any manner.
4. Unethical conduct and violations of this Code shall be reported to the NAWCC Ethics Committee (See Complaint Policy below). To ensure impartiality, NAWCC Bylaws prohibit Directors (both elected and appointed) from serving on the Ethics Committee.
5. Members shall not allow others to use their website login, badge, membership number or membership identification for any purpose, including but not limited to entrance to the National Clock & Watch Museum, Library & Research Center or any NAWCC activity or event, listing of any horological merchandise on any NAWCC platform or venue, or access to any NAWCC online resource that is reserved for members only.

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## B. Business Transactions

1. Members shall conduct all business transactions in an open, honest, and transparent manner, shall properly identify themselves, and shall:
  - a) Provide the buyer with all known information regarding any item offered for sale, trade or other purpose, clearly stating its condition and provenance and clearly identifying all known or suspected reproduction items, alterations, substitutions, or omissions;
  - b) Refuse to buy, trade, or sell horological items for which the legal ownership is questionable. Information on suspected stolen items shall be reported promptly to the proper law enforcement authorities;
  - c) Whether the buyer is present or cannot be present to personally inspect the item before the sale, provide a reasonable period of unconditional return in “as received condition” for all transactions. The buyer may be required to pay-shipping and insurance as agreed between buyer and seller
  
2. Members are prohibited from:
  - a) Misrepresenting any form of payment for goods purchased, failing to pay for items sold or purchased in good faith, theft, or otherwise defrauding any other member, non-member, or entity;
  - b) Manufacturing and/or selling a counterfeit item, or represent a counterfeit item as an original. The sale of such items being a criminal offense under international and U.S. Federal law, their presence for sale will not be tolerated at any NAWCC function and are subject to immediate seizure by the authorities;
  - c) Knowingly participate in any way in the advertisement, sale or trade of any horological items using deceptive practices such as false or misleading claims of scarcity, age, originality, value, condition, investment potential, and misrepresentation of a sale when in fact no change of ownership occurred;
  - d) Knowingly selling, producing, or advertising reproduction or replica items in any form unless such items are prominently identified as reproductions or replicas;
  - e) Representing themselves in any manner as repairers, dealers, brokers, or appraisers that are authorized, certified, or licensed by the NAWCC;
  - f) Representing themselves in any manner as a spokesperson, officer, negotiator or agent of the NAWCC unless specifically authorized by the Articles of Incorporation, Bylaws or Standing Rules, or authorized in writing by the Board of Directors.
  
3. When entrusted to repair horological items, members shall make a good faith effort to notify, advise, and attain permission from the owner for all work to be performed or parts requiring repair or replacement **before** starting work on the item.

## C. Publications & Events

1. Members preparing scholarly works, articles or other material for publication shall agree to read, understand and abide by all submission guidelines. Submission guidelines are available on [nawcc.org](http://nawcc.org) or by contacting NAWCC Publications.
  
2. Members who hold positions of governance or authority in the NAWCC shall not receive any special, financial or otherwise, consideration regarding publication of materials they may author.

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3. Members shall agree to abide by all rules, verbal and written, at all NAWCC functions and events as may apply.
4. Members participating on NAWCC Internet Forums shall agree to read, understand and abide by the NAWCC Forum Rules.
5. Participation in any NAWCC events such as workshops, seminars, symposiums, classroom study, webinars or instructional videos does not provide any degree of validation, completion or certification regarding skills or competence achieved.

### **D. Complaint Policy**

1. Every attempt should be made by both parties to resolve a complaint before initiating a formal complaint to the Ethics Committee.
2. Complaints to the Ethics Committee can be initiated between members or by non-members against members. A member is defined as an individual or business entity that holds a non-expired membership in the NAWCC. Complaints against non-members must be taken to civil authorities.
3. All complaints shall be initiated by a statement submitted in writing to the NAWCC, Inc., Attention: Ethics Committee Chair, 514 Poplar Street, Columbia, PA 17512-2130. The use of some form of tracked shipment with proof of delivery is strongly recommended. Complaints not submitted in writing will not be considered.
4. Members agree that when deemed appropriate by the Ethics Committee, disputes may be resolved by binding arbitration.
5. After reviewing a complaint, the Ethics Committee may suspend or partially suspend member privileges (duration not to exceed six months) pending resolution of the matter, or decline action if it considers the complaint unwarranted or not applicable.
6. Upon completion of the Ethics Committee investigation, the Committee may suspend, partially suspend, or terminate member privileges, and may additionally prescribe conditions that must be met to remedy the complaint and reinstate some or all forfeited privileges.
  - a. The Ethics Committee shall notify both parties of their decision, and remedy if applicable, within 14 days of concluding the respective complaint investigation.
  - b. Either party may appeal the decision of the Ethics Committee, including a decision by the Committee to decline to hear the complaint or to not take action, to the Board of Directors.
  - c. All appeals must be received in writing and within 30 calendar days of receiving the Ethics Committee decision to the Board of Directors (Board): NAWCC, Inc., Attention: Secretary, Board of Directors, 514 Poplar Street, Columbia, PA 17512. Written appeals may also be

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submitted by electronic means to the Executive Director or to the Chair of the Board of Directors. Appeals not submitted in writing, or not submitted within 30 calendar days will not be considered.

- d. Any Ethics Committee decision that is appealed to the Board shall be stayed until action is taken by the Board. The Board or their designees may temporarily impose penalties for obvious and/or flagrant violations of the Code during the time that the complaint process is underway. All decisions by the Board are final.

### **E. Indemnification**

All Members agree to indemnify, defend, and hold harmless the NAWCC and its officers, directors, agents, employees, members, National Committee members including Ethics Committee members, and volunteers from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorneys' fees arising out of or caused by any and all provisions stated in this Member Code of Ethical Conduct.

## **BOARD OF DIRECTOR RESPONSIBILITIES**

### **Member and Public Education, Code Maintenance, and Enforcement**

- A. The Board of Directors directs the Executive Director to ensure that the current Code is published on the NAWCC website and additionally available to all non-members and members by written request to NAWCC, Inc., Attention: Executive Director, 514 Poplar Street, Columbia, PA 17512-2130.
- B. The Board shall ensure that the Code and all associated policies and procedures of the Ethics Committee, are reviewed at least every four years to maintain its relevance to the Association and its members. All updates shall be approved by the Board.
- C. The Board shall ensure that:
  1. Procedures are in place to receive and address all complaints.
  2. All complaints received are managed in a prompt and unbiased manner.