ACT-IAC Professional Development Programs

The following code of conduct shall be provided to individuals selected for any ACT-IAC professional development program, or serving in a leadership role for any of the programs. By signing this code of conduct, such individuals shall indicate their desire and intent to:

1. Ascribe to the highest level of professional and ethical conduct at all times, and treat the individuals in the program, including other participants, leaders, and ACT-IAC staff, with respect.

2. Attend all mandatory events, classes, breakfasts, and off-sites as listed on the program calendar and be prepared to participate in the program(s).

3. Respect the confidentiality of sensitive information acquired as a result of this program. All breakfast and program events are not for attribution environments.

4. Respect the diversity of opinions expressed, or acted upon, by fellow participants, leadership, and ACT-IAC staff.

5. Promote collaboration, cooperation, diversity, and partnership among participants.

6. Recognize that the program is a team partnership. Be an effective member of the team to strengthen the partnership.

7. Report any issues or concerns to the program leadership, and/or ACT-IAC staff, as applicable.

8. It is the policy of ACT-IAC that official events sponsored by the organization shall include alcohol only where appropriate and only in moderation. To this end, all participants must conduct themselves professionally and comply with the ACT-IAC’s Events-Alcohol Policy, adopted December 2005 and reviewed June 2008, as appended.

9. Use your position as a participant in the program for the good of the program and the ACT-IAC organization, not for personal benefit or gain. All events and activities during the program are non-marketing environments.

10. Upon completion of the program, seek to be actively involved in the association, and be a positive representative of ACT-IAC.

Failure to comply with any part of the code of conduct may result in dismissal from the program, with no refund of tuition.

Signed

Date

Print Name