

## APPENDIX A

### IAC CODE OF CONDUCT

#### **AMERICAN COUNCIL FOR TECHNOLOGY-INDUSTRY ADVISORY COUNCIL**

The American Council for Technology (ACT) is a non-profit 501(c)3 educational organization whose mission is to improve government through the effective, efficient and innovative use of technology. The purposes of the organization are to communicate, educate, inform and collaborate. ACT provides a forum where industry and government executives may collaborate with one another.

The Industry Advisory Council (IAC) was created by the American Council for Technology to provide an objective, ethical and vendor-neutral forum where government and industry can communicate and collaborative on issues of mutual interest. IAC provides a unique and valuable opportunity for companies interested in government to learn more about government programs and requirements, to engage with government decision-makers on issues of mutual interest and to collaborate with other industry and government people in order to recommend solutions and strategies to government that will improve government operations. IAC shares the ACT mission to create a better and more innovative, effective and efficient government. IAC is not an advocate for industry or a business development forum. Individuals and organizations whose sole purpose is to pursue business opportunities and sales may wish to consider other avenues.

ACT-IAC operates in accordance with the following principles:

- Our mission is better government and government issues drive our agenda
- We strive to improve government outcomes through collaboration and partnership
- Our activities will be objective, transparent, ethical and vendor/technology neutral
- Our education programs will contribute to a more effective workforce by providing opportunities for government and industry to learn together and from each other
- We will provide an environment of trust between government and industry that is earned and preserved by not allowing business development or lobbying in our activities
- To maintain our objectivity we do not accept government funding to support our programs

It is ACT-IAC policy that all of its activities shall be conducted in an objective and ethical manner and that individuals who belong to ACT-IAC shall conduct themselves in a professional and ethical manner. This document sets forth the principles applicable to IAC, its organizational members and individuals participating in IAC.

## **INDUSTRY ADVISORY COUNCIL OPERATING PRINCIPLES**

The following principles are applicable to the Industry Advisory Council (IAC):

1. IAC activities shall be consistent with the ACT-IAC mission and operating principles. Such activities shall be managed in an objective, ethical and vendor-neutral manner. IAC shall not undertake any activity that would compromise the integrity and/or ethics of ACT members.
2. All IAC events and deliverable products (white papers, analyses, surveys, etc.) shall be vendor and product neutral. IAC shall not promote the products or services of any specific company. Recommendations shall be the result of a consensus-based process. Each IAC deliverable product shall be reviewed by three independent reviewers prior to release.
3. IAC shall strive to ensure that all activities and products produced by ACT-IAC generate actionable outcomes that, if implemented, would contribute to better government. IAC activities shall be conducted in accordance with the strategic guidance provided by the ACT Executive Committee.
4. IAC shall not lobby or engage in business development. IAC shall not undertake activities related to specific acquisitions that are out for bid.
5. IAC shall generally not compete with products and services that are or could be provided by IAC member companies. However, IAC may offer such products and services as are consistent with the ACT-IAC mission and bylaws.
6. IAC events and activities (conferences, committee meetings, projects, etc.) provide a unique opportunity for industry and government to interact and work together. These activities are best used to develop relationships based on trust and a discussion of mutual issues. ACT-IAC activities are not a forum for a discussion of corporate capabilities.
7. It is IAC policy that, to the maximum extent possible, each activity shall be open to all interested persons. In those instances where attendance must be limited, participants will be selected via a method that ensures a fair and objective selection process. In selecting individuals to participate in IAC activities, consideration shall be given to ensuring that such participation reflects the diversity of IAC's membership.
8. IAC leadership positions shall be open to all interested members. IAC members gain opportunities for leadership positions by participating in committees, task forces and other activities and demonstrating their commitment to the organization. Leaders must comply with the ACT-IAC Leadership Code of Conduct.

## **IAC MEMBER COMMITMENT**

IAC member companies are, by their membership, affirming their commitment to the following:

- Our organization is committed to creating a more effective, efficient and innovative government to serve the nation.
- We understand the value of collaboration and that any collaborative process should be objective, transparent and ethical.
- While engaged in IAC our organization and its employees will conduct ourselves in a professional and ethical manner that is consistent with the principles set forth herein.

## **PRINCIPLES**

The following principles are applicable to IAC corporate members, their employees and any corporate representatives participating in IAC.

1. IAC members shall, when participating in ACT-IAC activities, comply with ACT-IAC's principles, policies and ethics guidelines. IAC members shall not use ACT-IAC as a forum for lobbying or business development and shall not use their affiliation with ACT-IAC for business development purposes.
2. When participating in a meeting or other activity sponsored by ACT-IAC, IAC members shall not promote individual company capabilities or seek to do company business.
3. ACT-IAC is a collaborative activity where recommendations and other outcomes are to result from a consensus-based decision-making process. Individuals engaged in ACT-IAC activities shall respect the diversity of opinions expressed while sharing opinions openly and ensuring that any information provided is accurate and fair.
4. IAC members shall ascribe to the highest level of professional and ethical conduct at all times and treat all others with whom they interact – including other IAC members, ACT members and ACT-IAC professional staff, with courtesy and respect at all times.
5. IAC members shall respect the confidentiality of information acquired through their participation in ACT-IAC and shall not use such information (e.g. conference attendee lists) for business development or promotion purposes.

6. IAC members are expected to respect and comply with all federal ethics laws and regulations. IAC members shall not do anything that will create a real or perceived conflict of interest for those government employees who interact with IAC.
7. IAC members shall not engage in, or condone, any behavior that leads to sexual harassment, discrimination or harassment of any individual based on age, religion, disability, race, sexual orientation or any other factor.

### **ENFORCEMENT**

The purpose of the above guidelines is to encourage participation in the IAC process in a manner that is professionally responsible and ethical.

Compliance with the above standards is up to each individual. You should consult with the appropriate officials in your organization to understand and resolve ethical issues. Should you observe behavior that you believe to be inconsistent with the above standards, you are encouraged to discuss the matter with the IAC Chair or Executive Director.

Should a member of IAC exhibit behavior that is inconsistent with the above standards of conduct, such behavior shall be brought to the attention of the Executive Director and reviewed by the IAC Executive Committee. Based upon this review the IAC Executive Committee has the right to take such action as it believes appropriate to protect the interests of the organization. Such action may result in disciplinary action, up to and including removal from IAC.