



December 2022

### **ACT-IAC Code of Conduct for Individuals Participating in ACT-IAC Projects**

ACT-IAC provides an objective, trusted and ethical forum where government and industry employees are working together to improve government through the effective, efficient and innovative use of information technologies. Consistent with its mission, ACT-IAC frequently undertakes projects to provide information, best practices and/or recommendations on issues of importance to the government. In order to maintain the integrity of the ACT-IAC process, it is vital that all participants participating in such projects comply with the organization's principles and policies.

All individuals engaging in ACT-IAC projects are required to comply with the following Code of Conduct.

#### **Commitment**

As a participant in an ACT-IAC project, you affirm your commitment to:

1. Comply with all ACT-IAC policies and principles.
2. Comply with all applicable ethics rules and regulations and take steps to ensure that individuals, organizations (government or industry), ACT-IAC, its members and staff are not placed in an unethical or compromising position.
3. Support the collaborative nature of ACT-IAC activities by treating other participants with dignity and respect, and listening to other points of view, allowing opinions to be shared openly and in a respectful manner during deliberations.
4. Recognize that ACT-IAC provides an objective and vendor/technology neutral forum and avoid using your engagement in the project for sales purposes or personal gain.
5. Carefully prepare for, regularly attend, and actively participate in all meetings and committee assignments.
6. Fulfill all commitments and obligations in a timely and effective manner.
7. Respect the confidentiality of sensitive and proprietary information acquired during my participation in the activity.
8. Maintain the confidential nature of all deliberations.
9. Work in a positive and supportive manner towards outcomes and conclusions that are consensus-based.
10. Support the final product and recommendations produced by the project.

#### **Leadership**

If you accept a leadership position in the project, you recognize that you have a special obligation to ensure that the project achieves its intended objectives in a timely and effective manner. Towards that end, you agree to:

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***ACT-IAC: Accelerating Government Mission Outcomes Through Collaboration, Leadership and Education***

- Ensure that the project is managed in accordance with ACT-IAC policies and principles.
- Adhere to the agreed upon schedule and make sure that commitments are fulfilled in a timely and accurate manner.
- Ensure that all interested ACT-IAC members participating in the project have an opportunity to engage and share their perspectives.
- Manage the project and all deliberations in a fair and objective manner.
- Work towards outcomes that are consensus based and vendor neutral.
- Advise ACT-IAC if the project is not meeting its schedule and if individuals are failing to comply with the participant code of conduct.

### **Implementation and Enforcement**

This Code of Conduct shall be provided to all project members at the outset of the project and participation in the project is contingent upon an individual's agreement to comply with the Code.

In order to maintain the quality and integrity of ACT-IAC projects, it is vital that all individuals engaged in a project adhere to the above Code. Examples of conduct that would be considered violations of the Code include, but are not limited to:

- Missing too many meetings and failing to stay consistently engaged in the project.
- Using the project forum as a sales or promotion opportunity.
- Violating the confidentiality of the deliberations.
- Failing to participate in deliberations in a respectful and useful manner that contributes to the development of consensus-based outcomes.

Individuals who violate the code may be removed from the project.