

IAOIP Code of Conduct for ISO TAG Delegates¹

General Principles

1. This Code of Conduct is to facilitate IAOIP's ISO-driven work which is carried out in an international, multi-stakeholder and multi-sector environment, as it is applied to people who choose to participate in the ISO Delegation. It is not the same as the general membership code of conduct.
2. To promote and support the overall mission of IAOIP and ANSI as well as the purposes and objectives of the voluntary consensus standards system, which is an obligation for participation in the above groups that work within the framework of the IAOIP/ISO/IEC Directives.
3. To maintain a process that is open, honest, and fair to all participants.
4. To promote the development of consensus through the broad and balanced participation of a variety of interests and through a full airing and discussion of all points of view.
5. To adhere, both in letter and in spirit, to all duly established rules, regulations, and policies governing the IAOIP Governance Protocols and the ANSI voluntary consensus standards system.
6. To support the International Standards for Civility and Consensus, where possible. As participants in this work, we acknowledge the responsibility and value in participating in developing international standards and do therefore adhere to this Code in accordance with the terms outlined below.

Code of Conduct Applicable to Participants

- ✓ All persons serving on the ISO/ANSI (hereafter "Participants") shall act with civility, honestly, in good faith and with the highest professional standards.
- ✓ Although it is recognized that legitimate differences of opinion can exist on individual issues, Participants should act in a dignified and courteous manner, so as to avoid injuring others, their property, reputation, or employment by false, malicious or improper action and to avoid acting in a disrespectful or unprofessional manner towards other Members or ANSI staff.
- ✓ In order that the points of view and information Participants contribute to the applicable IAOIP and ANSI voluntary consensus standards system can be accurately evaluated by others, Participants should always endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view, avoiding real or perceived conflicts of interest whenever possible.
- ✓ In all discussion, debate, and deliberation, Participants should confine their comments to the merits of the issues under review. Although Participants may forcefully advocate their views or positions, they should be candid and forthcoming about any weaknesses in their position, and they should refrain from debate and discussion that is disrespectful or unprofessional in tone or that is unduly personalized or damaging to the overall process of achieving consensus.
- ✓ In circumstances where duly established policies and procedures related to the ANSI voluntary consensus standards system permit deliberations to take place in executive session, participants should respect and observe the confidentiality of those executive sessions.
- ✓ No Participant should ever attempt to withhold or prohibit information or points of view from being disseminated, particularly on the grounds that the Participant disagrees with the

¹ This latest IAOIP ANSI/ISO Code of Conduct (v2) is in compliance with and is based upon the latest version of the ANSI Code of Conduct, approved by the ANSI Board on 12/5/18.

information or points of view. Disagreements should be addressed and resolved through full presentation and discussion of all information and points of view not through withholding information or preventing points of view from being expressed.

- ✓ Participants who have been retained to represent the interests of another with respect to a specific issue or issues that are to be addressed by any ANSI body shall declare those interests.
- ✓ Participants should treat all persons with respect and fairness and should not offer or appear to offer preferential treatment to any person or group.
- ✓ Participants should refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues duly discussed.
- ✓ Participants should obey all applicable laws and ANSI policies, including policies promulgated by ANSI for the committee, forum or group on which they participate; and thereby safeguard the IAOIP and ANSI's reputation and integrity by ensuring that any public statements relating to IAOIP and/ or ANSI, which are not official statements of IAOIP and/or ANSI, are properly portrayed as the opinion of the individual making them.

Promotion of This Code of Conduct

- ❖ Will include in meeting documentation, where appropriate and significant.
- ❖ Will be standing item on all kick-off meeting agendas where the first few minutes are spent reviewing its principles.
- ❖ Meeting reports will include the details of any discussions on the Code, where pertinent.

Violation of Code of Conduct²

- Not acting in good faith and with due care and diligence, or
- Not being committed to advancing International Standards within their agreed-to scope or hindering their development, or
- Not respecting others and the professional culture of International Standardization, and not ensuring that the views of all (including those whose first language is not that of the meeting), or
- Failure to uphold the Code's key principles of international standardization – consensus, transparency, openness, civility, impartially, effectiveness, relevance, coherence and the development dimension, will be subject to disciplinary action.

Violations of this Code and Key Principles will result in disciplinary action against Participants, which may include termination of a Participant's continued participation and/or termination of IAOIP and ANSI membership status of the IAOIP and/or ANSI member on whose behalf the Participant acts.

² Based upon the latest 2018 ISO Code of Conduct for Technical Work, pages 2 and 3.