

IDESG Code of Conduct

This Code of Conduct is approved by the Board of Directors of IDESG, Inc. at its meeting held on Tuesday, dd MMM YYYY. Following the requisite period of notice for any change to the Membership Agreement, the Code shall come into effect on 15 December 2014.

Why a Code of Conduct?

IDESG embraces a very wide variety of stakeholder types and organization culture. This enriches the organization but also means that no assumption can be made that there is a commonly shared set of values, which are nonetheless needed if the organization is to develop and mature.

What is it for?

A Code of Conduct is intended to protect first and foremost the organization itself and secondarily the members and officers in their work for the organization. It is designed to create and maintain a “safe place” in which to advance the work of the organization.

Who is concerned by this Code?

All members, observers, officers, staff, contractors, and guests, participating in any activity of the IDESG (referred to here as “persons”).

General Provisions

Participation in IDESG activities (in virtual or face-to-face meetings, mailings lists, online fora, etc.) does not always require membership of IDESG but is always subject to adherence to this Code of Conduct. IDESG may revoke the privilege of participation to any person who chooses not to abide by this code.

This Code supplements but does not replace other rules, guidelines, or other provisions agreed by IDESG and its competent authorities. In particular, all persons are bound by the “Terms of Use” published on the IDESG website and all members are bound by the Membership Agreement they signed.

All persons are expected to take full responsibility for their contributions and behavior and show each other patience, courtesy, respect, and dignity. They shall not intentionally injure or impugn the professional reputation of practice of colleagues, clients, or employees nor bring the organization itself into disrepute. They recognize that officer holders (such as chairs of meetings) have a responsibility to the organization and to the proper conduct of its business.

Members intervene in meetings and discussions based on their primary role or affiliation in IDESG: on behalf of an organizational member; as an office-holder; or as an individual member. All persons should recognize and respect that others may be expressing the views of their organization or of the office they hold, rather than a personal view.

Conduct of and in meetings

The chair of any meeting (elected as Chair of a particular body or acting *pro tem*) is responsible for the conduct of that meeting and all participants should assist the chair in fulfilling that task.

All meetings should be conducted according to any specific rules agreed for that body; general rules and recommendations for all bodies (including the Bylaws, rules of association or other operational rules or guidelines, and recommendations of the Ombudsman); and if ambiguity remains, according to Roberts' Rules of Order.

Meetings are timebound and conducted according to agreed agenda. Business is conducted and concluded among those present (in person or virtually) during the meeting, notwithstanding provisions for the conduct of ballots.

The chair of any meeting should encourage and actively seek broad participation. Contributions become the property of the meeting, to use or dispose of as the meeting sees fit, and with the objective of moving business forward.

Sanctions

The chair may ask any person to withdraw any inappropriate comment or contribution or to desist from disruptive or abusive behavior. The chair is empowered to exclude a person from the remainder of the discussion of a particular item, from the remainder of the session or of the meeting as the chair alone deems appropriate. Failure of a member to act according to the directions of a chair in such circumstances will be considered as a breach of the Membership Agreement.

Appeals

An appeal against a chair's decision can only be made before moving to the next item of business and in accordance with the provisions of Roberts' Rules of Order. An appeal to the Chair of Plenary (with regard to a decision of a committee chair) or to the Chair of the Board of Directors (with regard to a decision of the Chair of Plenary or of Management Council) will only be considered if it indicates how the original decision was not taken in accordance with the rules or the provisions of this Code. The Board of Directors is the final instance of any appeal and it shall solely determine whether external legal counsel or the services of the Ombudsman are required to resolve any issue brought before it.

Conduct in IDESG online discussion forums and lists

The provisions of the previous sections, regarding the conduct of and in meetings, apply to online discussions between meetings, *mutatis mutandis*.

Conduct in non-IDESG fora and social media

Members should exercise discretion and personal responsibility in their online communications. In particular, members should bear in mind that when they post messages online, big or small, they may be read or interpreted as reflecting the views or principles of IDESG. Avoid slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable under IDESG's Code of ethics and

principles. Members should also show proper consideration for others privacy and for topics that may be considered objectionable or inflammatory.