

TO: SID BOARD OF DIRECTORS AND ALL COMMITTEE MEMBERS

FROM: SID EXECUTIVE COMMITTEE

SUBJECT: SID STANDARDS OF CONDUCT AND ETHICS

DATE: JUNE 16, 1991

This memo identifies the code of ethics to be followed by all SID volunteers and employees. It is for use and application in all SID functions.

### **BACKGROUND AND BASIC PRINCIPLES**

Thus far our society has fared quite nicely without any meddling policies which constrain or inhibit our all volunteer force. Ideally, it should remain this way, and it would not be necessary for one person or a group of individuals to attempt to determine for others, what ethics or standards of conduct are appropriate. Unfortunately, as our group gets larger, more international in nature, and as the world around us gets more complex and competitive, it appears necessary to outline some basic minimums that ensure consistency from year to year. The intent of this document is both to outline some basic SID policies as well as to further define what SID is and is not we will start with the latter.

SID is not a collection of corporate members, but rather consists of individual members who choose to join the Society for individual reasons. Although, belonging to SID will hopefully benefit, in some tangible way, both them and their company, it is envisioned that those who choose to get involved in service to this Society do not do so with the intent of allowing their actions to be dictated by their company, but rather by what they believe is in the best interest of their fellow SID members and the technical community at large. Similar comments apply for self-employed individuals. In the same manner, SID expects that it will treat its members as individuals and not as representatives of a company. From this principle, the following basic SID principles can be stated:

1. SID, in its selection of people to run for office, serve on committees, work for the Society in any other of its volunteer positions, or to receive any of its honors or awards, will make its selection based solely on the merits of the individual, irrespective of race, creed, nationality, sex or employment place or status.
2. In agreeing to serve the Society, it is expected that no individual will allow his or her actions to be influenced or dictated by any agency or self-interest that represents a conflict of interest with the aims and goals of the Society.

Using the above as basic principles, further standards of conduct can be derived. These are intended to set loose minimum guidelines which, it is hoped, will not be felt to be

overly constraining, but which are instead intended to ensure that our Society is perceived as having high standards of conduct for all those who serve the Society.

3. If there is an appearance of a "Conflict of Interest" is reasonably high, it is expected that the member will voluntarily take steps to eliminate the conflict.

**EXAMPLES:**

- a. A voting member of the Board of Directors shall not vote or attempt to influence others votes, on any issue which could effect his company, job or materially benefit that individual or family member. As a general rule, the member should leave the room during discussion and voting if there is a chance his presence could influence open discussions and/or voting. Non-voting members in attendance shall follow similar guidelines in Board participation.
  - b. A member of the Program Committee should excuse himself from all discussions regarding a paper in which he or his company has a direct interest. If the member is an author, co-author or is in any way directly involved with the project on which the paper is being reported, he should not be present during any of the discussions or voting concerning the paper. If the sub-committee chairman wishes, it is permissible, after initial discussions and voting on the paper with the member not in attendance, to ask the member to respond to specific questions, before a final vote is taken (similar to calling any author of a paper who is not present, for additional information). Should the member's paper be rejected, or placed on hold, he should of course, not attempt to reverse the decision or further discuss the paper with any other members, unless asked to respond to questions by the sub-committee chairman.
4. SID Officers, Directors, Committee members, employees and any other volunteer of SID, or their immediate families, shall not except gifts or remuneration of a substantial nature offered as a result of their SID affiliation.

**EXAMPLES:**

- a. No volunteer or employee should accept a gift or remuneration that could be construed to be offered in an attempt to influence the SID members actions (past, present or future). Gifts given out of appreciation, or as a result of custom, may be accepted if of a nominal value and if not given in an attempt to influence the SID member's actions. As we are an international society and local customs in this area vary considerably, it is difficult to set an absolute standard. Within each SID Region, standards for that Region shall prevail. Between Regions, it is expected that customs for the Region containing the recipient shall prevail.
- b. No SID volunteer or family member shall accept payment for services rendered for SID, unless their services are contracted for as part of a competitive bid process. As part of the competitive bid process, the SID member or their family members should not be given undue special consideration in the evaluation process. Additionally, the SID member shall not take place in the evaluation

process or be allowed access to data from other bidders. Exceptions to this policy may be made in special circumstances, but only if approved by a majority vote of the SID Executive Committee (Board of Directors level).

**EXPLANATION:**

It is especially important that no member of SID accepts gifts (or remuneration of any type) of a substantial nature which could be perceived as being offered or accepted in anticipation of, or as a result of actions taken by that individual as part of their SID duties. In addition, in the award of sub-contacts to perform SID services, no appearance of impropriety can be allowed.

**ENFORCEMENT**

It is hoped that the policies and ground rules discussed herein will be honored without enforcement. Where conflicts are perceived to exist, they shall be brought to the attention of Executive Committee of the SID Board of Directors. Appeals of any decisions by the Executive Committee regarding these policies shall be addressed by the SID Board of Directors.