



ADOPTED August 2008

## **AMERICAN COUNCIL FOR TECHNOLOGY Code of Conduct for Government Employees**

### **PREAMBLE**

Government exists to serve its citizens and government service is a public trust. Those who work in government have an obligation to do their very best in carrying out the responsibilities of their position and to conduct themselves at all time in accordance with the highest ethical standards.

The Code of Ethics for U.S. Government Service, adopted July 11, 1958, requires that government employees “*seek to find and employ more efficient and economical ways of getting tasks accomplished.*” To achieve this goal those, who work in government should seek out the best information, ideas, strategies and solutions. Collaboration that enhances knowledge sharing and encourages innovation can lead to best practices and improved quality products and services. Such collaboration must take place in a manner and forum that is objective, transparent and ethical.

### **AMERICAN COUNCIL FOR TECHNOLOGY**

The American Council for Technology is a non-profit organization whose mission is to assist government in using information technology to better serve the nation. The purposes of the organization are to communicate, educate, inform and collaborate. ACT provides a forum where government executives may collaborate with one another and with the private sector. ACT operates in accordance with the following principles:

- Government IT issues drive the agenda
- All activities will be ethical, open, and transparent
- All activities will be objective, fair and vendor/technology independent
- No lobbying or business promotion

Membership in ACT is open and free to any government executive who adheres to the following commitment.

### **ACT MEMBER COMMITMENT**

Members of ACT understand the value of collaboration and are committed to a collaborative process that is objective, transparent and ethical.

As stewards of the public trust, members of ACT shall ensure that their behavior adheres to the highest ethical standards at all times and is in the best interests of the public. A commitment to ethical professional practice includes overarching principles that express our values, and standards that guide our conduct.

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***Leading the IT Community to Improve Government***

## **PRINCIPLES**

ACT's overarching ethical principles include: Honesty, Fairness, Objectivity, and Responsibility. Members shall act in accordance with these principles and shall encourage others within their organizations to adhere to them.

## **STANDARDS OF CONDUCT**

Government employees participating in ACT are committed to adhering to the following standards of conduct:

### **I. COMPETENCE**

ACT members are committed to:

- Maintaining an appropriate level of professional expertise by continually developing knowledge and skills.
- Performing professional duties in accordance with relevant laws, regulations, and technical standards.
- Recognizing and communicating professional limitations or other constraints that would preclude successful performance of an activity.

### **II. CONFIDENTIALITY**

ACT members are committed to:

- Keeping information confidential except when disclosure is authorized or legally required.
- Refraining from using confidential information for unethical or illegal advantage.

### **III. INTEGRITY**

ACT members are committed to:

- Adhering to all laws and regulations governing ethical behavior;
- Using their participation in ACT solely to achieve their organization's mission to serve the public;
- Avoiding perceived or actual conflicts of interest;
- Maintaining an objective and fair behavior in dealings with those outside the government and not showing preferential treatment towards any party;
- Refraining from engaging in any conduct that would be contrary to the public interest;
- Avoiding any involvement in ACT that could be perceived as partisan or political;
- Never using any information acquired through ACT for personal gain;
- Abstaining from engaging in or supporting any activity that might discredit ACT.

#### IV. CREDIBILITY

ACT members are committed to:

- Striving for professional excellence and fulfilling their commitments to ACT;
- Treating others with respect, honesty and integrity;
- Communicating information fairly and objectively.
- Disclosing all relevant information that could reasonably be expected to influence an intended participant's understanding of the intent or expectations resulting from involvement in activities of the ACT

#### **RESOLUTION OF ETHICAL CONFLICT**

The purpose of the above guidelines is to encourage participation in the ACT 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 agency 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 ACT Board of Directors and/or its Executive Directors. In certain instances it may be appropriate to contact the Office of Government Ethics for consult with an attorney regarding your obligations and rights.

Should a member of ACT exhibit behavior that is inconsistent with the above standards of conduct, such behavior shall be reviewed by the ACT Board of Directors. Based upon this review the ACT Board 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.