

## LEADERSHIP CODE OF CONDUCT

The following code of conduct shall be provided to individuals seeking a leadership position within ACT or IAC. By agreeing to run for election, or be appointed to a leadership position, such individuals shall indicate their willingness to comply with this Code of Conduct by signing the Code and returning a copy to ACT/IAC for their files.

### Accountability

1. Read and faithfully abide by the articles of incorporation, bylaws and policies of the organization.
2. Carefully prepare for, regularly attend, and actively participate in board meetings and committee assignments.
3. Exercise reasonable care, good faith and due diligence in governing and managing the organization's affairs.
4. Fully disclose, at the earliest opportunity, information of fact that would be relevant to issues that are or should be before the ACT board or IAC executive committee.
5. Demonstrate prudent fiscal management and be accountable to association members, the leadership and, where applicable, to government and other funding bodies.
6. Make judgments always on the basis of what is best for the organization as a whole.
7. Ensure that the organization, its programs and my activities are consistent with the ACT/IAC mission to assist government in the effective use of information technology.

### Professional Excellence – Integrity

8. Act in a professional and ethical manner when performing the responsibilities of my position and as a representative of the organization.
9. Avoid taking any actions that may create an actual or perceived conflict of interest and fully disclose, at the earliest opportunity, information that may create the appearance of such a conflict.
10. Comply with all applicable ethics rules and regulations and take steps to ensure that government employees, the organization and I are not placed in an unethical or compromising position.

**Personal Gain**

11. Exercise the powers vested in my position for the good of the organization and avoid using my position for personal benefit or gain.

**Equal Opportunity – Diversity – Inclusivity**

12. Ensure the right of all members to access benefits and services without discrimination on the basis of culture, geography, political, religious, or socio-economic aspects.
13. Ensure the right of all members to access benefits and services without discrimination on the basis of the organization’s volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.
14. Ensure that the organization’s activities are transparent in operation and open to all interested parties in a fair and objective manner.

**Confidential Information**

15. Respect the confidentiality of sensitive information acquired during the performance of responsibilities as an ACT/IAC leader.
16. To maintain the confidential nature of board deliberations and to avoid acting as spokesperson for the board unless specifically authorized to do so.

**Collaboration and Cooperation**

17. Respect the diversity of opinions as expressed or acted upon by the organization’s board, committees, membership and staff.
18. To share opinions openly and in a respectful manner during deliberations. To vote according to one’s individual conviction, to challenge the judgment of others when necessary; yet to be willing to support the decision of the board and work with fellow board members in a spirit of cooperation. To recognize that only the Chair of the IAC, or a person expressly designated by the Chair, shall express the official policy and positions of the IAC.
19. Promote collaboration, cooperation, diversity and partnership among the organization’s members and volunteers.
20. Collaborate with the executive director and staff in the performance of their responsibilities.
21. Recognize that ACT/IAC is a partnership and be an effective member of the team to strengthen that partnership.

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Signed

Date