

**Code of Conduct for CRA CCC Council Members**  
**Adopted 10 July 2019**

**Goal:** To establish a set of principles and practices of the CRA CCC Council (the “Council”) that will set parameters and provide guidance and direction for its members’ conduct and decision-making. This document will be distributed to Council members on an annual basis.

**Code:** Members of the Council are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the Council. Members pledge to accept this code as a minimum guideline for ethical conduct and shall:

**Accountability**

1. Faithfully abide by the Articles of Incorporation, by-laws, and policies of the CRA, copies of which are attached.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose information that may result in a perceived or actual conflict of interest. This disclosure should be directed to the Chair and/or the Director of the CCC, who should in turn disclose to the Executive Director of the CRA, who will make a determination, consulting with legal counsel as appropriate.
4. Remain accountable for prudent fiscal management to the Council, the CRA, and where applicable, to government and funding bodies.

**Professional Excellence**

6. Maintain a professional level of courtesy, respect, and objectivity in all Council activities.
7. Strive to uphold those practices and assist other Council members in upholding the highest standards of conduct.

**Personal Gain**

8. Exercise the powers invested for the good of the CRA, the CCC, and all participants in Council activities—including, but not limited to, Council members, CRA staff, authors of CCC documents, and participants in CCC events—rather than for the benefit of themselves, their families, their current & former colleagues, the institution they represent, or any other institution with which they have significant financial ties.

**Equal Opportunity**

9. Ensure the right of all participants in Council activities to appropriate and effective services without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, socio-economical characteristics,

political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

### **Confidential Information**

10. Respect the privacy and confidentiality of sensitive information known due to Council service.

### **Collaboration, Cooperation, and Communication**

11. Respect the diversity of opinions as expressed or acted upon by participants in Council activities, and formally register dissent as appropriate.
12. Promote collaboration, cooperation, and partnership among participants in Council activities.
13. Include the following disclaimer on all written documents produced and released by the CCC: *The CCC's work is supported by the National Science Foundation. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Science Foundation.* Council members speaking on behalf of the CCC will disclose their other institutional affiliations as well as any other conflicts of interest, as directed by the Chair.