



## CSIA Board of Directors Oath of Office

**Applicable to:** CSIA National Board Directors

**Date policy came in effect:** 2018/05/25

**Related Policies/Documents:** CSIA General By-Laws, CSIA Code of Ethics

### The Policy

#### Code of Conduct

As a member of the CSIA National Board of Directors I shall:

- At all times, behave in an ethical and civil manner, respecting all individuals (including fellow Directors and CSIA staff), their rights, dignity and respect for differences.
- Maintain the highest degree of integrity in organizational relationships. This implies a high standard of honesty, fairness and reliability.
- Promote and maintain a positive environment, free from discrimination, intimidation, harassment, coercion or violence against all involved within the CSIA.
- Comply with all applicable laws and CSIA by-laws, respecting not just the letter, but the spirit of the by-laws.
- Actively support, practice and promote this Code of Conduct.
- Engage in activities that benefit and project a favorable image of the organization.
- Enthusiastically support the organization.
- Do no harm to the organization.
- Be competent, prepared and current.
- Be fully present, both physically and psychologically.
- Declare potential conflicts of interest and manage them in the best interest of all involved.
- Use discretion when resolving disputes.
- Be knowledgeable of relevant standards for public relations with members, the industry and the public.
- Be open to a diversity of views and opinions.
- Support our partner organizations (ACA, CASI, CADS, CANSI, CSP, sponsors and other supporters).

#### Confidentiality

During the time that I serve on the CSIA Board of Directors, I will gain access to information that is considered to be confidential and/or proprietary. Such information relates to, without limitation, submitted proposals, criteria or decisions made with regard to the business of the CSIA.

Since confidential and proprietary information is crucial to the operation of the CSIA, and because the CSIA in some instances has the obligation to protect such information, I agree that I will not use, publish or disclose such information during or subsequent to my participation on the Board of Directors, and that I will take all reasonable steps to preserve the restricted nature of this information except to the extent that it becomes publicly

available, or is otherwise lawfully obtained outside the scope of this agreement from third parties.

### **CSIA Property**

I agree to return to the CSIA all CSIA property in my possession upon the completion of my term.

### **The Procedure**

Each Board member must sign the Oath of Office statement, certifying that they have read, that they understand and that they agree with the policy described above. Signature of this document is required at the start of the Board member's term of office.