

16. CODES OF ETHICS AND CONDUCT

Scope

These policies address expected behaviors of members, event attendees, and suppliers that may be related to ethical conduct.

Guiding Principles

- The Institute believes, and it is a condition of membership, that ethical principles and behaviors should govern the conduct of every person employed by a public sector procurement or materials management organization.
- Ethics means a principle of right or good conduct or a body of such principles. This is achieved by acting in a manner that preserves the member's trust with thoughtful, collaborative decision-making and actions that align with the goals, success and ideals of NIGP, and ensures fairness for the public good.
- The Institute expects all persons participating in NIGP activities shall do so without the fear or threat of harassment by other participants.

Governing References

- NIGP Code of Ethics
- NIGP Values

A. Responsibility and Enforceability

The NIGP Member Council is responsible for:

1. Establishing professional codes of conduct;
2. Establishing a process for investigating alleged violations; and
3. Providing fair, due process to individuals under investigation.

B. Expectations to Comply with the NIGP Code of Conduct

All persons who participate in any in-person or virtual events, meetings, formalized written communications or activities (meetings) sponsored by the Institute are expected to comply with the NIGP Code of Conduct as follows:

NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all event attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion. NIGP expects all participants, including attendees, speakers, instructors, contractors, exhibitors, sponsors, guests, and volunteers to behave in a professional manner at all NIGP sponsored events and in strict compliance with the NIGP Code of Conduct.

C. Code of Ethical Conduct Expectations

1. Be considerate, respectful, and collaborative.
2. Refrain from demeaning, discriminatory or harassing behavior, speech or writing.
3. Be mindful of your surroundings and of your fellow participants. Alert NIGP staff if you notice a dangerous or harassing situation or someone in distress.

D. Unacceptable Conduct

Unacceptable behavior includes:

1. Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participants at or in relation to NIGP meetings or related events. All who participate in NIGP meetings and related events deserve respectful treatment, regardless of the capacity in which they are attending or participating. Discussion of opposing or different viewpoints is appropriate but is expected to be conducted in a respectful tone and manner that avoids personal attacks.
2. Verbal or physical abuse, intimidation, or efforts to upset others, which in any way creates a disturbance that is disruptive or dangerous or creates reasonable apprehension in a person.

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Revised October 16, 2023

3. Harassing behavior (including, but not limited to, offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in NIGP-sponsored meetings, spaces or in presentations, yelling at or threatening participants, stalking or unwelcome following, harassing photography or recording, or unwelcome physical or verbal contact or attention.)
4. Disrupting a meeting or event. All participants must comply with the instructions of the moderator and NIGP staff.

E. Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated at NIGP meetings or related events. Anyone asked to stop unacceptable behavior is expected to comply immediately. NIGP reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and NIGP reserves the right to prohibit attendance at any future meeting, virtually or in person.

F. Process for Violation of Code of Conduct

1. Any individual who is confronted or feels threatened in a manner inconsistent with this NIGP Code of Conduct is strongly encouraged to immediately report such activities to NIGP staff, the local police, and/or building security.
2. To the extent appropriate, NIGP will investigate all matters reported to the Institute and will cooperate fully with local law enforcement where applicable.
3. Participants must cooperate with any NIGP investigation regarding reports of a violation of this Code of Conduct with interviews and providing information requested by NIGP that is relevant to the investigation. NIGP will report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct. The information provided to those individuals will be limited to whether NIGP found a violation of the Code, whether any sanctions or corrective actions were imposed, and, in NIGP's discretion, the nature of those sanctions or corrective actions.
4. Violations could include ineligibility to attend future events, loss of sponsorship or membership.