



# Code of Ethical and Professional Standards

Updated 2021

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## **PROFESSIONAL RESPONSIBILITY**

### **Mission Statement**

Building stronger partnerships in the emergency management through encouragement, collaboration, and continued education.

### **Core Principle**

As professionals in the Emergency Management and Safety fields, we are responsible for adding value to Partners in Emergency Preparedness Conference (PIEPC) and other educational opportunities that contribute to the ethical success of this organization. We accept professional responsibility for our individual decisions and actions. We are also advocates for PIEPC by engaging in activities that enhance its credibility and value.

### **Intent**

- To foster respect, credibility, and strategic importance within the organizations we represent, the professional communities that attend our conference and webinars, and the communities in which we work.
- To assist in achieving objectives and goals of PIEPC.
- To inform and educate attendees and the organizations we serve about principles and practices that help the profession.
- To positively influence committee and recruitment practices.
- To encourage professional decision-making and responsibility.
- To encourage social responsibility.
- To avoid any conflicts of interest with those with whom we interact.



## **Guidelines**

1. Adhere to the highest standards of ethical and professional behavior.
2. Measure the effectiveness of our activities in contributing to or achieving organizational goals.
3. Comply with the law.
4. Work consistent with the values of the profession.
5. Strive to achieve the highest levels of service, performance, and social responsibility.
6. Advocate for the appropriate use and appreciation of human beings as committee members.
7. Advocate openly and within the established forums for debate in order to influence decision-making and results.



## **MEMBERSHIP / ACCOUNTABILITY**

### **Core Principle**

As stated in the PIEPC By-Laws “The role of the membership is to conduct and/or oversee all activities that pertain to the planning and delivery of the Partners in Emergency Preparedness Conference and other educational opportunities. It is the mandate of the membership to develop and implement a comprehensive plan for the conference through regular meetings and coordination.

### **Intent**

The intent is for all members to actively participate in the planning discussions and marketing of the conference. This is also addressed in the PIEPC By-Laws and in the General Membership Roles, Responsibilities, and Expectations that a new member signs.

### **Guidelines**

1. Members are expected to attend/call/video link into scheduled monthly meetings, as well as attend the annual Conference and other educational outreach we provide. The conference is successful due to the active participation of our diverse steering committee make-up. If they cannot attend a meeting, they should let the Chair or our organizational support staff know ahead of time.
2. Members are encouraged whenever possible to attend some of the Steering Committee meetings when they are held in person so as to help with the team building of the Steering Committee
3. All members of the organization are expected to participate on – and contribute actively to the work of – one or more committees. This may take the form of attendance at committee meetings, participation in E-mail or teleconference exchanges related to specific topics, and independent project or task work in support of committee activities.
4. Members typically are expected to spend between 2 – 5 hours; depending on the committee they are on, a month on the conference and 3 days attending the conference.



## **ETHICAL LEADERSHIP**

### **Core Principle**

PIEPC Executive committee members are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

### **Intent**

- To set the standard and be an example for others.
- To earn individual respect and increase our credibility with those we serve.

### **Guidelines**

1. Be ethical; act ethically in every professional interaction.
2. Question pending individual and group actions when necessary to ensure that decisions are ethical and are implemented in an ethical manner.
3. Seek expert guidance if ever in doubt about the ethical propriety of a situation.
4. Through teaching and mentoring, champion the development of others as ethical leaders in the profession and in organizations.



## **CONFLICTS OF INTEREST**

### **Core Principle**

As PIEPC committee members, we must maintain a high level of trust with our stakeholders. We must protect the interests of our stakeholders as well as our professional integrity and should not engage in activities that create actual, apparent, or potential conflicts of interest.

### **Intent**

To avoid activities that are in conflict or may appear to conflict with any of the provisions of this Code of Ethical and Professional Standards or with one's responsibilities and duties as a member of the PIEPC.

### **Guidelines**

1. Refrain from using your position for personal, material or financial gain or the appearance of such.
2. Refrain from giving or seeking preferential treatment.
3. Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to relevant stakeholders.
4. Members who find themselves in a potential conflict of interest and are unsure should run it by the Executive Committee for their advice and input.
5. The Vice- Chair of the PIEPC is officially the position that is charged with investigation of any potential conflicts of questionable behavior by a member. Members seeking to file a complaint or have questionable behavior reviewed and investigated will do so by contacting the Vice-Chair of the PIEPC committee or the Chair, if the Vice-Chair is the one with the questionable behavior. This includes any activity considered to be "Whistle-Blower" type. That Officer will then brief and consult the Executive Committee for any needed action.



## **USE OF INFORMATION**

### **Core Principle**

PIEPC committee members consider and protect the rights of individuals, especially in the acquisition and dissemination of information while ensuring truthful communications and facilitating informed decision-making.

### **Intent**

To build trust among all PIEPC committee members by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information.

### **Guidelines**

1. Acquire and disseminate information through ethical and responsible means.
2. Ensure only appropriate information is used in decisions affecting the member relationship.
3. Investigate the accuracy and source of information before allowing it to be used in member related decisions.
4. Maintain current and accurate administrative information.
5. Safeguard restricted or confidential information.
6. Take appropriate steps to ensure the accuracy and completeness of all communicated information about administrative policies and practices.



## **SOCIAL MEDIA POLICY**

### **Core Principle**

PIEPC committee members, interns, volunteers, and conference presenters will endeavor to commit to remembering when using their personal social media to represent the best practices and scientific information available in the emergency management field on the use of “non-official/personal” social media.

### **Intent**

To build trust among all PIEPC committee members by maximizing the open exchange of information, while eliminating anxieties about inappropriate and/or inaccurate acquisition and sharing of information.

### **Guidelines**

1. For the purposes of this policy, “social media” refers to tools and technologies that allow a social media user to share communications, postings or information, or to participate in social networking, including but not limited to: blogs (e.g., Twitter, Tumblr), social networks (e.g., Facebook, LinkedIn, Google+), video and photo sharing websites (e.g., Instagram, Flickr, TikTok), online forums and discussion boards, and automated data feeds. “Non-official/personal” use of social media is defined as the day-to-day use of social media sites that is not related to official duties.
2. PIEPC Board members, Committee members, interns, volunteers, and conference presenters occupy a trusted and credible position in the community, and thus, their statements (including digitally) have the potential to contravene the policies and performance of the PIEPC organization.
3. Due to the nature of the work and influence associated with the emergency management profession, it is necessary that individuals be subject to certain reasonable limitations on their speech and expression. To achieve PIEPC’s mission and to efficiently provide service to the public, this policy works to carefully balance the individual’s rights against the organization’s needs and interests when exercising a



reasonable degree of control over personal speech and expression, particularly via social media.

4. PIEPC as an organization values science, facts and, evidence-based principles in Emergency Management in an effort to put on a credible conference. In doing so, people who serve on the committees, who volunteer and who present at the conference must represent the same values that guide the PIEPC organization, even in non-official/personal spaces and capacities.
5. Potential violations of the PIEPC Social Media policy include speech or expression made pursuant to an official duty or in your personal capacity that tends to compromise or damage the mission, function, reputation or professionalism of the PIEP Conference, however documented (social media, email communications etc.)
6. Social media users must be careful in their personal participation in social media
  - a. sites. According to guidance issued by the Office of Government Ethics (OGE), an employee is not required, ordinarily, to post a disclaimer disavowing government sanction or endorsement on the employee's personal social media account. However, where confusion or doubt is likely to arise regarding the personal nature of social media activities, an employee is encouraged to include a disclaimer clarifying that the social media communications reflect only the employee's personal views and do not necessarily represent the views of the employee's agency or personal affiliations.
7. To that end, the PIEPC non-official/personal social media use policy is that a clear and conspicuous disclaimer for posts will generally be sufficient to dispel any confusion that would arise. A post that appears to be in conflict with the values of PIEPC will potentially be a distraction from the conference credibility and may result in a withdrawal of offer to participate in the conference activities and/or a cancellation of contract.
8. As potential violations to this PIEPC social media policy arise, these incidents will be reviewed and addressed by the PIEP Executive Committee in a timely manner.





*Associated PIEPC Policies: Bylaws, Whistleblower Policy, and General Membership Roles, Responsibilities, & Expectations*