
ASIS STANDARDS AND GUIDELINES CODE OF CONDUCT

This Code of Conduct (Code) is intended to facilitate the ASIS Standards and Guidelines development process, which is carried out in an international, multi-stakeholder, multi-sector environment to promote and support the overall mission of ASIS and the Professional Standards Board (PSB). It is designed to embrace the voluntary consensus system and maintain a process that is open, honest, and fair to all participants. This Code applies to all individuals involved in ASIS Standards and Guidelines projects and technical committees.

The Code is an obligation for participation in ASIS Standards and Guidelines work. As participants in ASIS Standards and Guidelines work, individuals acknowledge the responsibility and value of participating in a process that is based on collaboration, transparency, and openness. Therefore, participants must adhere to this Code in accordance with the following terms:

- Comply with the Code and raise concerns as soon as possible, if they perceive a case of behavior that is not in accordance with the Code;
- Act in a dignified and courteous manner, so as to avoid injuring others, their property, reputation, or employment by false, malicious, or improper action; and to avoid acting in a disrespectful or unprofessional manner towards other members or ASIS staff;
- Endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view, avoiding real or perceived conflicts of interest whenever possible;
- Refrain from violating standards anti-trust and/or patent policy as follows:
 - **Antitrust Risk Notice:** As a reminder, participation in standard and guideline work involves the potential for antitrust concerns or risks. To avoid such concerns and risks, participants should carefully observe the "ASIS Standards Development Procedures". In addition, sensitive discussion topics such as price, specific contractual terms, etc., should be avoided. Any participant having concerns or questions regarding sensitive discussion topics should consult with their company's legal counsel, the Committee leadership and/or ASIS staff.
 - **Early Patent Disclosure Notice:** ASIS follows ANSI's patent policy where disclosure of relevant patented inventions at the earliest possible time in the standards development process is encouraged. Neither ASIS, the Committee, nor its Chair ensure the accuracy or completeness of any disclosure or whether any disclosure is of a patent that in fact may be essential for the use of standards under development.
- Refrain from debate and discussion that is disrespectful or unprofessional in tone or that is unduly personalized or damaging to the overall process of achieving consensus;
- Embrace the concepts of compromise and consensus-building in the development of standards and guidelines;
- Accept and respect consensus decisions of the committee or subgroups or the ASIS Professional Standards Board;

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- Never attempt to withhold or prohibit information or points of view from being expressed, particularly on the grounds that the participant is in disagreement with the information or points of view; disagreements should be addressed and resolved through full presentation and discussion of all information;
- Refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and open dialogue or analysis of content;
- Obey all applicable laws and ASIS policies, including policies promulgated by ASIS for the committee or group on which you participate in; and
- Safeguard ASIS's reputation and integrity by ensuring that any public statements relating to ASIS, which are not official statements of ASIS, are properly portrayed as the opinion of the individual making them.

Violations of this Code will result in disciplinary action against participants, which may include termination of the individual's committee participation.

For questions or recommendations regarding the Code's content or implementation, please contact ASIS Standards and Guidelines Program at standards@asisonline.org.