To support our mission and our core values, ACICS has created the following Code of Ethics that is reflected in various working documents used throughout the agency.

**Honesty**
We are committed to being truthful and to adhering to facts. Our decisions are supported by data and evidence that maintain the highest standards of ethical conduct.

**Fairness**
We are committed to applying rules, regulations, and expectations fairly across our entire operation (school to school, team to team, employee to employee). We recognize that fairness is critical to building trust, cooperation, and effective collaboration.

**Confidentiality**
We are committed to safeguarding the confidentiality of institutional information as permitted by the Accreditation Criteria and federal and state laws and regulations. To protect the integrity of the accreditation process, we will ensure that written policies and procedures preventing unauthorized disclosures are actively implemented.

**Impartiality**
We are committed first and foremost to fulfilling our official responsibilities as trusted members in the accreditation process. Conflicts of interest (personal or business) must be disclosed to ensure that all decisions and/or processes are fair and not unduly influenced by outside interests.

**Compliance**
We are committed to conducting our operations in full compliance with applicable USDE rules and regulations. We assume responsibility for understanding the legal and regulatory requirements that apply to our activities and work with the USDE and state governments to comply with relevant laws, policies, procedures, and mandates.

**Integrity**
We are committed to firmly adhering to our ethical principles and values by being open and honest, regardless of circumstances or consequences. We do what is right because it is the right thing to do.
Professional Conduct

As an ACICS Commissioner,

1. I will conscientiously uphold the integrity of the accreditation process.

2. I will avoid impropriety and any appearance of impropriety while conducting all activities.

3. I will perform all duties as outlined in Article III of the Bylaws impartially and diligently.

4. I will preserve the confidentiality of Council deliberations, institutional data, and ACICS business information.

5. I will refrain from any activity that might call into question my fiduciary responsibility.

6. I will disclose to the Council in a timely manner any actual, potential, or apparent conflict of interest and shall not participate in Council actions regarding an institution that is the subject of that conflict.

7. I will exercise discretion in advocating for or against a policy which may impact an institution with which I am associated.

8. I will subscribe to the ACICS Policy on Discrimination and Harassment during all interactions with the ACICS staff, other members of evaluation teams, or any person affiliated with an institution being evaluated.

9. I will not solicit or accept, either for myself or a family member, anything of value from an ACICS-accredited institution or an applicant institution seeking ACICS accreditation.

10. In the event of a potential violation of this Code, I will immediately inform the Chair and/or Chair Elect, who will determine if a violation has occurred and will notify the Ethics Review Committee for any follow-up review and action.
Policy on Discrimination and Harassment

1. ACICS does not condone sexual harassment. This includes the promise or threat, explicit or implicit, that an commissioner’s job status will be affected favorably or unfavorably unless the commissioner agrees to demands of a sexual nature; unwelcome physical contact or verbal comments; or other activities that create a hostile environment in the workplace. Commissioners who believe that they have been subjected to sexual harassment should report the incident according to the procedures outlined below. No retaliatory action will be taken against any commissioner who files a complaint.

2. ACICS is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes, pictures, or comments that are based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic or that are obscene will not be tolerated. Sexual harassment, whether overt or subtle, is a form of misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

3. Commissioners who believe they have been subjected to sexual or other harassment should report the matter to the Chair promptly. If the Chair is unavailable, or if the commissioner finds it inappropriate to report the matter to the Chair, the commissioner should contact the ACICS President immediately. Commissioners can raise concerns and make reports without fear of reprisal.

4. Any commissioner who becomes aware of possible sexual or other harassment of another commissioner should promptly advise the ACICS President, who will investigate the matter in a timely and confidential manner.

5. The investigation will include interviews with persons the complainant identifies as having direct knowledge of the harassment, as well as with the alleged harasser. At the investigation’s conclusion, the President will prepare a written determination regarding the allegations. Copies will be provided to the complainant and the alleged harasser. Either party may appeal the decision, the disciplinary action, or both to the President, who will have the final authority.

6. Any person found to have engaged in harassment is subject to disciplinary action, including discharge where appropriate.

By my signature, I acknowledge that I have read and will abide by this Code of Ethics.

__________________________________________  ______________________________
Full Name                                          Signature and Date