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 a volunteer evaluator for ACICS,

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 specified duties impartially and diligently.

4. I will preserve the confidentiality of the institutional information to which I am privy. This includes sharing information with an outside consulting agency.

5. 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.

6. I will refrain from any business activity inappropriate, in fact or appearance, relative to accreditation responsibilities, to include soliciting consulting work or accepting fees from an ACICS-accredited institution or affiliated third party.

7. I will decline to serve on any evaluation team that is responsible for evaluating any institution or branch of any institution I have been or prospectively intend to be involved with, in any capacity.

8. I will contact ACICS and ask to be placed on “inactive” status should I accept any consulting offer from any ACICS-accredited institution resulting in any compensation.

9. I will decline any consulting request from an institution for which I have served as a team member for three years following the visit, regardless of my status as an evaluator.
Policy on Discrimination and Harassment

1. ACICS does not condone sexual harassment. This includes the promise or threat, explicit or implicit, that an evaluator’s job status will be affected favorably or unfavorably unless the evaluator agrees to demands of a sexual nature; unwelcome physical contact or verbal comments; or other activities that create a hostile environment in the workplace. Evaluators 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 evaluator 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. Evaluators who believe they have been subjected to sexual or other harassment should report the matter to the ACICS staff coordinator promptly. If the coordinator is unavailable, or if the evaluator finds it inappropriate to report the matter to the coordinator, the evaluator should contact the ACICS President immediately. Evaluators can raise concerns and make reports without fear of reprisal.

4. Any evaluator who becomes aware of possible sexual or other harassment of another evaluator 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