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 member of the ACICS Review Board,

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 refrain from any business activity inappropriate to accreditation responsibilities.

5. I will disclose to the President any actual or potential conflict of interest and shall refrain from participating in Review Board actions regarding an institution that is the subject of that conflict.

6. I will preserve the confidentiality of the Review Board deliberations, institutional information, and ACICS business information.

7. I will not advocate for or against a policy which may impact an institution that is the subject of an appeal to the Review Board.

8. I will subscribe to the ACICS Policy on Discrimination and Harassment during all interactions with other Review Board members, ACICS staff, or any person associated with a member institution.

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. I will immediately inform the President of any potential violation of this Code. The President will either determine that no violation has occurred or will notify the member of the Review Board involved of the allegation.
Policy on Discrimination and Harassment

1. ACICS does not condone sexual harassment. This includes the promise or threat, explicit or implicit, that a Review Board member’s job status will be affected favorably or unfavorably unless the Review Board member agrees to demands of a sexual nature; unwelcome physical contact or verbal comments; or other activities that create a hostile environment in the workplace. Review Board members 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 Review Board member 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. Review Board members 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 Review Board member finds it inappropriate to report the matter to the coordinator, the Review Board member should contact the ACICS President immediately. Review Board members can raise concerns and make reports without fear of reprisal.

4. Any Review Board member who becomes aware of possible sexual or other harassment of another Review Board member 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