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SIETAR USA LIVING CODE OF ETHICAL BEHAVIOR

Abstract

The Living Code of Ethical Behavior, developed by the SIETAR USA Ethics Committee and adopted and amended by the Board of Directors, details the guidelines and expectations for SIETAR USA Members for ethical professional practice in the fields of intercultural, diversity, equity and inclusion education, training and research.

EFFECTIVE DATE: 3-November-2021



SIETAR USA Living Code of Ethical Behavior

The standards of conduct set forth in this Living Code of Ethical Behavior provide guidelines for SIETAR USA Members for ethical professional practice in the fields of intercultural, diversity, equity, and inclusion education, training, and research.

SIETAR USA strives to work against world social injustice and intolerance through intercultural dialogue and ethical leadership and responsibility to promote understanding.

This Code lays out the values that SIETAR USA and its members uphold: diversity, respect, equity, integrity, objectivity, sustainability, community, and inclusion.

Members shall be guided by the UN Declaration of Human Rights, the UN Declaration on the Elimination of Discrimination Against Women, the UN Declaration on the Rights of Indigenous Peoples, the UN's Global Compact, and the US Civil Rights Act of 1964.

Members recognize that creating ethical principles is an ongoing and dynamic process that requires self-reflection and questioning, both as individuals and within the organization. To use the designation as a SIETAR USA Ethical Interculturalist, members must sign and abide by this LIVING CODE of Ethical Conduct and maintain their membership. Failure to do so may result in losing membership privileges.

Purpose

The purpose of this LIVING CODE is to ensure that SIETAR USA members and its Board of Directors:

- Maintain and advance expectations of high ethical standards in our practice and in our interactions with colleagues, clients, clients, the media, and all organizations with whom one has contact.
- Stimulate continued conversation about ethics among members and the Board to support and advance ethical practice.
- Provide intercultural, diversity, equity, and inclusion services to individuals, groups and organizations that reflect SIETAR USA values.
- Follow a transparent process for managing complaints about the ethical behavior of SIETAR USA members and the SIETAR USA Board.



Commitments to Ethical Behavior

Personal Responsibilities

1. I will adhere to this Code of Ethical Behavior and submit to the decision of SIETAR USA Board of Directors concerning its violation.
2. I will value diversity, respect, equity, integrity, objectivity, sustainability, community, and inclusion in all aspects of my personal and professional life.
3. I will seek to possess adequate self-knowledge about my own values, experiences, biases, culture and social context for how they influence my actions, interpretations and choices about intercultural strategies and content.
4. I will commit to advance my knowledge and skills in the field.
5. I will work to understand my own privilege and will not tolerate or engage in any form of racism, sexism, bias, homophobia, and any other type of discrimination.
6. I will speak up if I witness unethical behavior and intervene if safe to do so.

Professional Responsibilities

7. I will serve and represent the intercultural profession with integrity, authenticity, fairness, objectivity, competence, and professionalism.
8. I will faithfully communicate to potential clients whether I or my team possess the requisite competence.
9. My obligation to the client being paramount, I will facilitate the intercultural process in a responsible way based on the desired outcomes.
10. Before accepting any engagement, I will establish a mutual understanding of the objectives, scope, work plan, timeframe, benefits, my professional responsibilities, and fee arrangements.
11. In order to avoid real or perceived conflicts of interest, I will immediately disclose the circumstances that I believe may bias my judgment.
12. I will apply my knowledge and skills in ways that are appropriate for the nature of the intercultural situation.
13. I will respect and honor all personal and confidential information and maintain privacy.
14. I will clearly attribute authors and creators of all original tools, concepts, designs and material that I use in my written and spoken work and will only use such resources with permission from the authors and creators.
15. I will report any occurrences of harassment, discrimination, malfeasance, dangerous behavior, or illegal activities.



Fiscal Responsibilities

16. I will be fiscally responsible and not misuse any assets of the client.
17. I will be transparent regarding my fee structure and schedule.
18. I will not accept commissions, remuneration, or other benefits from a third party without the prior knowledge and consent of the original contractual client with whom I work.
19. I will honor my financial obligations to subcontractors, vendors, or other parties.

Review Process

If a client or fellow member of SIETAR USA feels that a member of SIETAR USA has acted in a way that is not in accordance with the Living Code of Ethical Behavior, they are encouraged to go through a three-step process:

1. The person who is concerned about the behavior of a member of SIETAR should seek to address this directly with the member in question and solve the issue bilaterally.
2. If this does not lead to a mutually agreed solution, the concerned person will report the matter to the Ethics Committee for review. If this is deemed a qualified ethical issue, the Ethics Committee can attempt to resolve the matter. If they cannot resolve the matter, the Ethics Committee will refer the matter to the Board, who may select a mediator or suggest other options.
3. If the mediation process finds that the SIETAR USA member in question has indeed violated the Code of Ethical Behavior, the mediator will inform the SIETAR USA Board of Directors of the result, and the Board may then decide to take disciplinary action.