

PROCEDURES FOR COMPLIANCE WITH THE LIVING CODE OF ETHICAL BEHAVIOR



- I. The purpose of these procedures is to guide members of SIETARUSA in complying with the Living Code of Ethical Behavior (the "Code") as adopted by the Board of Directors. The intention is to apply the Code in the spirit of a community of inquiry, coming together to think through the ethical issues that we face and provide direction for the best courses of action.
- II. These procedures can be initiated at any time by any member of SIETARUSA through submission at info@sietarusa.org. Your submission will be passed to the Ethics Chair and the Ethics Resource Committee, who will manage the submission.
- III. Procedures are as follows:
 - A. Initiation begins as a member confronts a situation in her or his work in which it is not clear what the best and most ethical approach should be.
 - B. The member documents this situation, possibly making use of the "Critical Incident Template" available at the Ethics location of the SIETARUSA website.
 - C. The Ethics Resource Committee (ERC) will contact the member directly to discuss the situation and offer potential resolution.
 - D. If the situation is not resolved by this discussion and it involves non-compliance of the Code, the ERC will consider the situation, decide upon the Code items in question, and oversee the following procedure:
 1. The member will be encouraged to go directly to the individual or organization involved.
 2. If this action is not desired by the member or if resolution is not achieved, then the ERC will go to the individual or organization.
 3. If still no resolution is achieved, then the case will be given to the SIETAR USA Board of Directors for resolution or action.
 - E. The ERC will retain and manage a secure record of compliance activity.