

DAMA International Code of Ethics
The Code of Conduct for DAMA Officers, Advisors, and Members

Preamble

DAMA International is a committed group of professionals desiring to "*help DRM/IRM practitioners become more knowledgeable and skilled in their profession by*

- *Defining and clarifying the roles of information and data resource management*
- *Educating corporate management by demonstrating how information and data asset management affects corporate performance*
- *Co-sponsoring regional and international conferences and symposia where industry experts present state-of-art data practices and theories*
- *Providing a focal point for addressing issues relating to information and data resource practices*
- *Establishing academic and professional certification programs for the DRM/IRM professional."* [1]

DAMA International Governance

General Moral Context.

We, the members of DAMA International, accept a personal obligation to our profession, its members, and the communities we serve and we commit ourselves to the highest ethical and professional conduct at all times and under all circumstances.

Through our combined behaviors we present a professional "face" of data management to others.

The goal of each member of DAMA should be to maintain and demonstrate obvious commitment to ethical principles and behavior in all our actions, professionally and personally.

All DAMA-I members are expected to adhere to the following core values and behaviors as expressed in this Code of Ethics and Governance.

More Specific DAMA Professional Responsibilities.

The ethical responsibilities of DAMA International membership include, but are not limited to the following:

- Respect, trust, confidentiality, and transparency – within the board, between and among board members and chapter officers – to be maintained during disagreements and all discussions.

1 Quoted from <http://www.dama.org/public/pages/index.cfm?pageid=119> on 4/10/05.

DAMA International Code of Ethics
The Code of Conduct for DAMA Officers, Advisors, and Members

- Board members and advisors must act with responsiveness to the DAMA-I constituency, both individual members and chapters.
- DAMA-I Board members and chapter board members must agree to perform the duties of their office conscientiously, and accept the commitment to perform these responsibilities to the best of their ability.
- Board members should not profit materially from the activities of the board – all possible conflicts of interest will be disclosed, understood and managed. Board members are accountable to maintain the spirit of a non-profit activity in their agreements and actions.
- All members will respect the privacy of personal information that may be within our control through the collection of mailing and membership data. DAMA members should not have access to other members personal data without an express reason for possessing it (chapter membership officer, Member Services VP, Chapter Services VP, etc.). All personal information concerning all DAMA members and prospective members is to be used only for DAMA-endorsed or DAMA-specific activities.
- DAMA-I members will evaluate the consequences of their actions and decisions in the best interests of the association and its constituency. These evaluations include an understanding of the international nature of DAMA-I and the profession, as well as the honest differences in conduct which can result in a diverse community.

Compliance With This Governance.

DAMA members must adhere to the principles expressed in this Governance. Each member should encourage and support active adherence by all other DAMA members to these provisions.

Confirmed violations of these provisions will result in the revocation of the violator's membership in DAMA International.

The grounds for revocation of DAMA membership will be based upon the decision of at least two-thirds of the members of the appropriate board. Matters concerning violations at a chapter level will be addressed by that chapter's board of directors; matters concerning violations within the DAMA-I Board of Directors or Advisory Board will be addressed by the DAMA-I Board of Directors.

Procedure for handling violations of the DAMA International Code of Ethics and Governance:

DAMA International Code of Ethics
The Code of Conduct for DAMA Officers, Advisors, and Members

Violations must be verifiable by observance by at least 2 members of DAMA (at a chapter or DAMA-I level), or by evidence such as receipts or other documents, and must concern behavior relating to DAMA activities.

- A formal written statement of charges including facts constituting the alleged violation will be prepared and submitted to the appropriate board, signed by the complainant and any witnesses to the event.
- A copy of the statement will be forwarded to the accused, with a deadline within which a response may be filed with the appropriate board.
- If the charges are admitted in the answer, the appropriate board will determine what action (disciplinary or otherwise) should be taken. Actions can include but are not limited to: revocation of DAMA membership in any chapter for a period of one to 3 years, permanent revocation of DAMA membership in any chapter, revocation of office on a chapter board or DAMA-I board in perpetuity or for a specific period of years, removal as an advisor to DAMA-I in perpetuity or for a specific period of years.
- If the charges are denied in the answer, the appropriate board will fix a time for the hearing and give written notice of the time and place of the hearing to the person accused and to those who brought the allegation.
- Presentation of evidence in support of the charges will be made by either the DAMA-I Ethics Officer (a nonvoting member of the DAMA-I Board of Directors) in cases concerning DAMA-I, or by the chapter's Past President in cases concerning a chapter-oriented violation. Chapters can request assistance in adjudicating chapter cases from their DAMA-I liaison.
- Presentation of the evidence in defense of the charges will be made by the accused or the designated representative of the accused. Those members who brought the charges must be present to provide evidence and rebuttal to the accused or their designated representative.
- Ample opportunity for both sides to present facts and arguments will be allowed at the hearing. This hearing will be presided by the DAMA International Ethics Officer or the chapter's Past President (or a designate voted by the current chapter board, if the Past President is unavailable).
- At the conclusion of the hearing, the appropriate board will determine whether or not the charges have been sufficiently established by the evidence and what action (disciplinary or otherwise) should be taken. Actions can include but are not limited to: revocation of DAMA membership in any chapter for a period of one to 3 years, permanent revocation of DAMA membership in any chapter, revocation of office on a chapter board or DAMA-I board in perpetuity or for a specific period of years, removal as an advisor to DAMA-I in perpetuity or for a specific period of years.

DAMA International Code of Ethics
The Code of Conduct for DAMA Officers, Advisors, and Members

- The accused will be notified of the decision at the conclusion of the hearing and by registered mail.
- The accused has the right to request review of the decision, provided an appeal in writing is submitted to the President of DAMA-I and the DAMA-I Ethics Officer within 30 days of the DAMA-I board decision. In cases concerning actions at a chapter level, the accused can appeal in writing to their chapter board; the chapter board can request assistance from the DAMA-I Board of Directors through their chapter liaison.



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