

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.
- Board members and advisors must act with responsiveness to the DAMA-I constituency, both individual members and chapters.

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

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- 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:

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.

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- 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.
- The accused will be notified of the decision at the conclusion of the hearing and by registered mail.

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- 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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Statement of DAMA International Code of Ethics and Governance.

As a DAMA International Chapter Member or Member-at-Large, I recognize my obligation to:

- Observe the precepts of DAMA International as set forth in the bylaws, guidelines and policies of DAMA International;
- Understand the ethics and values DAMA-I has chosen to adopt and to conduct all matters concerning my membership in DAMA-I in the spirit and actions of these ethics and values;
- Preserve and actively promote the ideals and mission of DAMA International;
- Promote the image of DAMA International by refraining from:
 - Engaging in any sales activity, including direct or indirect solicitation, or conducting any other activity contrary to the purpose or policies of DAMA International and its affiliated chapters, as is appropriate to a non-profit professional organization;
 - Distributing any materials or posting displays of any kind at DAMA International or affiliated chapter sponsored activities without prior approval and express written consent of DAMA International or affiliated chapter, respectively;
 - Using the DAMA International name or logo (or that of an affiliated chapter) other than in the conduct of DAMA International business as determined by the Board of Directors of DAMA International and/or its affiliated chapter(s) without prior approval of the President of DAMA International or an affiliated Chapter President (verbal or written approval as appropriate);
 - Making negative or disparaging comments about any vendor, product, service, other organization or individual either orally or in writing;

In addition to the member codes of behavior, as a Chapter Officer, DAMA-I Board of Directors Officer or DAMA-I advisor, I also recognize my obligation to:

- Support actively the programs of DAMA International and its affiliated Chapters;
- Recognize my acceptance of a position as a DAMA International Chapter Officer, DAMA-I Board of Directors Officer or DAMA-I advisor as a commitment to perform certain tasks in pursuit of goals stated for the position and the DAMA-I community and to agree to perform those responsibilities to the best of my ability throughout my term of office or advisory service;

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- Accept my commitment to fulfill my DAMA International obligations so that I shall not profit personally as a direct result of my performance as a DAMA officer or advisor;
- Bring to the DAMA International Ethics Officer any concerns over possible conflicts of interest that may arise from the performance of my professional role and my presence on the Board of Directors or Advisors to DAMA International;
- Conduct all business on behalf of DAMA International and its affiliated chapters according to the values and ethical practices adopted by DAMA International;
- Protect positively the reputation, creditability and effectiveness of DAMA and its mission in all contact with others, regardless of their affiliation with DAMA;
- Refrain from communication or discussion, oral or written, concerning DAMA-I matters with any person not directly involved in the matter, both during my term as a Chapter Officer, DAMA-I Board of Directors Officer or DAMA-I Advisor and after my term has been completed;
- Regard any communication (oral or in writing) I make concerning DAMA-I to be “official” and “on the record” to avoid any misunderstanding of intent or action and ensure that all my communications concerning DAMA-I be made carefully and in accordance with the ethics and values adopted by DAMA International.
- Protect closely any member or prospective member personal contact information under my control for use only by DAMA-endorsed or DAMA-specific activities. Refrain from the distribution or sale of any chapter or other DAMA membership contact information to any other organization for any purpose not specifically endorsed or sponsored by DAMA International or an affiliated DAMA chapter.

I hereby certify that I have read and understand this Code. By signing this Code of Conduct and Ethics statement, I agree to adhere to DAMA International's Bylaws and other governing documents.

Print Full Name: _____

Title / Position: _____

Signature: _____

Date: _____

Chapter Name: _____

Location: _____