

# INCITS

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## CODE OF CONDUCT

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*Where IT all begins*

*InterNational Committee for  
Information Technology Standards*

[www.incits.org](http://www.incits.org)

**Revision History**

Doc Number	Version Date	Notes/Letter Ballots
eb-2020-00772	2020.12.01	New document. INCITS LB7434.
eb-2021-00111	2021.03.15	Typo and formatting corrections. Section on Respect Others - Removal of the word 'acceptable' from bullet seven. Section on Behave ethically – clarification for committee leadership and editor roles under bullet nine.

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## Purpose

The INCITS Code of Conduct states the obligations for professional conduct by all INCITS member organizations and their representatives in support of INCITS' mission<sup>1</sup>. The code articulates the values and principles that INCITS wishes to foster in all its participants and, in doing so, defines desired behavior.

## General Principles

All INCITS member organizations and their representatives shall:

### Respect others

- Respect others and the professional culture of standardization within INCITS.
- Conduct ourselves in a professional manner.
- Respect others and the diversity of professional opinions - scientific, technical, or otherwise.
- Embrace the concepts of compromise and consensus-building in the development of INCITS positions and standards.
- Accept, respect, and support consensus decisions of the INCITS Technical Committees, Task Groups, etc. and of the INCITS Executive Board.
- Make the effort to hear and understand the views of all, regardless of the diversity of accents and levels of command of the language of the meeting.
- Use language that is perceived or likely to be perceived as neutral or welcoming by everyone, regardless of their sex, gender, race, color, religion, etc.

### Behave ethically

- Act in good faith and with due care and diligence.
- Avoid collusive or antitrust behavior by following the INCITS antitrust guidelines (<http://www.incits.org/standards-information/legal-info>).
- Follow the INCITS copyright and patent policies in the latest version of the *INCITS Organization, Policies and Procedures*.
- Promote a culture of fair and ethical behavior.
- Refrain from debate and discussion that is disrespectful, threatening (mental or physical), or otherwise unprofessional in tone or which is offensive to other participants and damaging to INCITS and the overall process of achieving consensus.
- Treat all persons with respect and fairness and not offer or appear to offer preferential treatment to any person or group.
- Refrain from disseminating false or misleading information or from withholding information necessary to a full, fair, and complete consideration of the issues.
- Not harass, threaten, or coerce any participant to persuade or sway votes
  - This does not preclude professional, respectful debate and exchange of views that contain information and/or present perspectives intended to persuade other participants to lend their support or opposition to issues, proposals, etc. in order to ultimately achieve

consensus. However, efforts to persuade support or opposition during the development of INCITS deliverables shall not be done by committee chairs or other leaders (e.g., project editors) while acting in their official roles who must be neutral facilitators of the work. Leaders can step out of their roles to advocate during technical discussions.

## Escalate and resolve disputes

- Identify and escalate disputes in a timely manner to ensure rapid resolution.
- Uphold the agreed dispute resolution processes.

## Work for the net benefit of the community

- Recognize that the development of national and international standards is for the net benefit of the standards community, including the users of the standards, over and above the interests of any individual or organization.
- Commit to advancing standards within their agreed scope and not hinder their development.

## Uphold consensus and governance

- Uphold the [ANSI Essential Requirements](#) for due process:

openness; lack of dominance; balance; coordination and harmonization; notification of standards development; consideration of views and objections; consensus vote; appeals; and written procedures.

## Agree to a clear purpose and scope

- Commit to having a clear scope for each standard.
- Plan to ensure the timely development of standards.

## Participate actively and manage effective representation

- Agree to actively participate in standards development projects.
- Make contributions to the work in accordance with the written INCITS and ISO/IEC procedures.

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<sup>i</sup> [INCITS Mission Statement](#) To promote the effective use of Information and Communication Technology through standardization in a way that balances the interests of all stakeholders and increases the global competitiveness of the member organizations.