This Statement of DAMA International’s (“DAMA-I”) Code of Ethics and Governance (“CoE”) is applicable to the following groups (collectively known as “DAMA Representatives”), whether or not they are elected, appointed or otherwise nominated, regardless of how long their tenure is projected to last, and whether or not they receive monetary compensation:

I. **DAMA-I & DAMA Chapter Board Members**, including all Officers, Advisors, Paid Staff, and other Board Volunteers;

II. **DAMA Central & DAMA Chapter Member Volunteers**, including: All Central and/or Chapter Members who volunteer in any capacity, for any period of time, and where they may be exposed to potentially confidential information and/or materials belonging to DAMA-I and/or its Chapters, as determined by the applicable International or Chapter Board of Directors;

III. **External Partner Representatives**: Any official who formally participates in DAMA meetings and/or events on behalf of another organization, and where they may be exposed to potentially confidential information and/or materials belonging to DAMA-I and/or its Chapters.

I recognize and accept that I am a “DAMA Representative” in one or more of the categories as defined above, and as such, I acknowledge and agree that I am expected to be both responsible and accountable for demonstrating a high level of ethics at all times, including maintaining compliance with all of the following principles:

1. **Adhere to Precepts**:
   1. I agree to observe all precepts as set forth in the Bylaws, Guidelines, this CoE, and any other policies as published by both DAMA-I and its Chapters, and to conduct all business on behalf of DAMA-I and/or its Chapters in the spirit and actions of these ethics and values;
   2. I agree to bring to the attention of the DAMA-I Office of Ethics and Governance any concerns over possible conflicts (or dualities) of interest that may be discovered during the performance of my role as a DAMA Representative, relating to either myself or another DAMA Representative;
   3. Should any conflict of ethics or conflict of interest arise during my tenure as a DAMA Representative – of any capacity or length – I agree to cooperate fully with the DAMA-I Office of Ethics and Governance with any investigation, whether I am the respondent or a bystander.

2. **Conduct & Promote Professional Behavior**:
   1. I recognize that my acceptance of a position as a DAMA Representative is a commitment to actively support the programs of DAMA-I and its Chapters, and to perform certain tasks in pursuit of goals stated for the position and the DAMA community at large; I agree to perform those responsibilities consistently and to the best of my ability throughout my tenure;
2018 Statement of DAMA International’s
Code of Ethics and Governance
& Conflict of Interest Disclosure

The Code of Conduct for all DAMA International & Chapter Representatives

2. I agree to preserve and actively promote the positive reputation, credibility and effectiveness of DAMA-I, its Chapters and the data management profession through the demonstration of skillful competency, meritorious service, courteous behavior and accurate representation of all credentials;

3. I agree to not engage in the unauthorized use of any DAMA copyrighted and/or trademarked materials, including the DAMA Logo, or the intellectual property of others, for personal or professional gain, whether for profit or recognition;

4. I agree to not distribute any non-DAMA materials or posting displays of any kind at events conducted and/or sponsored in any way by DAMA-I and/or its Chapters, except at events with approved sponsors;

5. I agree to protect the personal contact information of any DAMA Member (or prospective member), DAMA Representative, or other business contact under my control for use only while conducting DAMA business activities and will refrain from the distribution or sale of any membership information to any organization for any purpose.

6. I agree that any communication, orally or in writing, I make concerning any DAMA business, is official and on-the-record, and that I will refrain from communication or discussion, oral or written, concerning any DAMA business with any person not directly involved in the matter, both during my term(s) as a DAMA Representative and after my tenure has completed.

7. I will share my professional knowledge and experience with colleagues and students informally in day-to-day data management practice as well as through contribution to professional journals and publications, support of DAMA-I and/or its Chapters projects and participation in panel discussions, data management education seminars, webinars, conferences, and university lectures;

3. Refrain from Harassment or Bullying:

1. I agree to respect others and refrain from all behaviors that would constitute harassment (or bullying) of any kind, whether in person or via electronic means.

2. Harassment includes, but is not limited to, any of the following:
   3.2.1. Making unwarranted negative or disparaging comments about any other DAMA Representative, Chapter, vendor, product, service, other organization or individual;
   3.2.2. Making offensive comments related to personal characteristics or choices, including posting sexually explicit images or comments in public or online spaces;
   3.2.3. Displaying deliberate, intimidating behavior in person or online environments, including bullying, stalking, sustained disruption of conversations or other intrusions of electronic meetings or physical meetings or other events, as well as inappropriate physical contact with others;
   3.2.4. Participating in unwelcome sexual / personal attention of any kind.
4. **Avoid Personal and/or Professional Conflict of Interest:**

1. I agree to not use my positions as a DAMA Representative, or the knowledge gained because of my position(s) for material personal or professional advantage;

2. I agree to disclose, in writing to DAMA-I and my Chapter, all instances where I have any level of relationship with business partners, suppliers, or other service vendors that may constitute a real or perceived conflict of interest as a DAMA Representative;

3. I agree to avoid all instances where personal interests or behaviors may interfere, or appear to interfere, with the interests of DAMA-I and/or its Chapters, including having a duality of interest in another entity that could influence or be perceived as having an influence, thereby compromising my objectivity to the interests of DAMA-I and/or its Chapters, to the benefit of myself, a family member, a friend, another DAMA Representative, and/or any business associate;

4. I agree to fulfill my obligations so that I shall not profit personally as a direct result of my performance as a DAMA Representative, and will not receive gifts from business partners, suppliers or other service vendors, real or potential, totaling more than a nominal value;

5. I agree to refrain from giving recommendations or awards in DAMA’s name or using my position within DAMA to establish credibility for a reference or recommendation without conducting a professional level of due diligence on the candidate before providing the reference or recommendation;

6. I agree to not engage in any sales activity, including direct or indirect solicitation, or conducting any other activity contrary to the purpose or policies of DAMA-I or its Chapters, other than that which is appropriate for a non-profit professional organization.

5. **Disclosure of Personal and/or Professional Conflict of Interest:**

By signing below, I certify that, to my knowledge, I am not now, nor have I been in the past, nor will I be in the foreseeable future:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with DAMA International or any of its Chapters, which has resulted or could result in personal benefit to myself, a family member, a friend, another DAMA Representative, and/or any business associate;

2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with DAMA International or any of its Chapters;

3. Any exceptions to 5.1 and/or 5.2 above are stated below with a full description of the interest and the transactions.
2018 Statement of DAMA International’s Code of Ethics and Governance & Conflict of Interest Disclosure

The Code of Conduct for all DAMA International & Chapter Representatives

Explanation:

_________________________________________________________________________________
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I hereby certify that I have read and understand this Statement of DAMA International’s Code of Ethics and Governance & Conflict of Interest Disclosure (“CoE”), and have fully disclosed all real and/or potential Conflict (or duality) of Interest above. I also certify that I understand and accept that any breach by me of this CoE may result in my ineligibility to continue as a DAMA Representative.

Signature __________________________ Date __________________________

Printed Name __________________________ Country __________________________

DAMA-I Position, if applicable __________________________

CDMP ID, if applicable __________________________

DAMA Chapter Position, if applicable __________________________

Chapter Name, if applicable __________________________

Failure to sign this CoE will result in your ineligibility to serve as a DAMA Representative.

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