



Ethical Code

Great power involves great responsibility

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1 Introduction

1.1 CIP Mission Statement

CIP Institute is a non-profit organization that brings together scientists and practitioners from various disciplines in an inspiring and innovative platform to exchange and develop knowledge about the Complex and Interactive Processes (CIP) in the field of crisis. It was founded in 2013 and currently groups members from different countries all over the world.

CIP Institute's mission and goals are

- ▶ To develop, share and disseminate knowledge and best practices in the field of complex interactive processes.
- ▶ To have a dramatic impact on the improvement of organizations and even communities.
- ▶ To help create safer (business) environments and societies.
- ▶ To have an impact on legislation.
- ▶ To apply the CIP theoretical framework for practitioners and to introduce the concept of CIP in various work areas (e.g. Legal, Academia, Policy).

1.2 Motivation

On a daily basis, thousands of people throughout the world put their best efforts into management and communication activities concerning risk, crisis and change. By definition, they wield a severe impact on the lives of millions of citizens around the globe. CIP institute firmly believes that such immense power bears significant social responsibilities; therefore, it developed the Code of Ethics for all of its members.

The Code is based on three different yet closely interrelated principles of professional risk, crisis and change management that apply throughout the world. These principles assume that just societies are governed by a profound respect for human rights and the rule of law; that ethics, the criteria for determining what is right and wrong, can be agreed upon by members of an organization; and, that understanding matters of taste requires sensitivity to cultural norms.

These principles are essentially summarized as follows

- ▶ Activities in risk, crisis and change management are legal.
- ▶ Activities in risk, crisis and change management are ethical.
- ▶ Activities in risk, crisis and change management are meant to reach the following goals:
 - ▶ Giving the right and honest information, based on what people involved need to know;
 - ▶ Giving the right instructions, based on what people do or must do to reduce personal harm or to reduce material damage;
 - ▶ Giving the right meaning to what has happened, based on the emotions and perceptions of the people involved.

Recognizing these principles, members of CIP Institute (hereinafter "CIP members") will adhere to the Ethical Code, the body of which is elaborated in the subsequent chapter.

2 Ethical Code elaboration

2.1 Obey the law and respect ethical principles

CIP members hold utmost respect for international, national and local applicable laws and regulations. They shall not knowingly undertake illegal or improper acts that might lead to illegal or improper situations. More specifically, they shall refrain from any activity that can be considered as bribery or corruption.

CIP members will not accept gifts or personal vantages from their partners. Courtesies of little value are permitted only if they do not compromise the integrity and reputation of the parties. In no case such gifts will be considered as a reason to obtain an unjustified service or special treatment. If a gift or vantage is offered in this aim, it will be refused even if it may be considered as reasonable.

2.2 Refuse discrimination

CIP members shall not base the appreciation of its partners, collaborators or prospective collaborators upon race, sex, marital status, age, nationality, citizenship or any other personal characteristics. On the contrary, they purposefully seek to practice their knowledge and skills in a way that is highly sensitive to cultural values and beliefs.

2.3 Proper use of information and avoid conflicts of interest

CIP members shall not use information in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization. At the same time, they shall avoid conflicts of interest between their personal, private interests and the interests of the organization. Actual and potential conflicts of interest must be promptly called to the attention of the Chief Executive Officer.

2.4 Pursue an eminent professional reputation

CIP members participate in truthful, accurate and fair risk, crisis and change management that facilitates respect, true involvement and mutual

understanding. They shall act in good faith, responsibly, with due care and diligence, without misrepresenting or omitting material facts or allowing his or her independent judgment to be compromised.

CIP members will work to improve their individual competence and to increase the bubble of knowledge in the field with research, education, training, exercise, lessons learned and best practices. At the same time, they shall contribute only to those services for which they have the necessary knowledge, skills, and experience.

2.5 Treasure confided information

CIP members safeguard and protect the security and integrity of the assets of the CIP institute. They shall employ assets entrusted to them in a responsible manner for legitimate purposes and not for improper personal advantage.

2.6 Nurture ethical conduct

CIP members shall proactively attempt to promote ethical behavior among their peers.

3 Ethical Code implementation

3.1 Infringement policy

CIP Institute fosters compliance with its Code by engaging in global risk, crisis or change management campaigns rather than through negative sanctions. However, in keeping with the CIP Institute's articles, members of the CIP Institute who are found guilty by an appropriate governmental agency or judicial body of violating laws or public policies governing their professional activities may have their membership terminated by CIP Institute following procedures set forth in the association's bylaws.

The Executive Committee has the authority to monitor compliance with this code, will appoint an ad hoc Ethics Committee, formed by a number of CIP members responsible for the investigation and initial resolution of each ethics complaint (potential or alleged violations of the code), make determinations and make decisions or recommendations to CIP Members.

As a consequence, for violations of this code the offender (after opportunity to be heard) may have his/her membership terminated following procedures set forth in the association's bylaws and regulations. If, in the determination of the Ethics Committee with the assistance of counsel, any violation amounts to, or potentially amounts to, illegal activity, the organization may report the violation to appropriate authorities.

3.2 Distribution policy

CIP Institute encourages the widest possible dialogue about its Ethical Code. Permission is hereby granted to any individual or organization wishing to copy and incorporate all or part of the Ethical Code into personal and corporate codes, with the understanding that appropriate credit be given to the CIP Institute in any publication of such codes. The CIP Institute's Ethical Code is published on the institute's website.

The headquarters of CIP Institute, through its professional development activities, encourages and supports efforts by CIP members to conduct meetings devoted to the topic of ethics and the CIP Institute's Ethical Code. New and renewing members of CIP network sign the following statement as part of their application: "I have reviewed and understand the CIP Institute's Code of Ethics for CIP members." As a service to

members worldwide, inquiries about ethics and questions or comments about the Code may be addressed to the Executive Committee of the CIP Institute.