



Organization of
American States



CODE OF PROFESSIONAL CONDUCT

International Electoral Accreditation Body
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CODE OF PROFESSIONAL CONDUCT

1 INTRODUCTION

The International Electoral Accreditation Body ("IEAB") is an office operated by the Department of Electoral Cooperation and Observation of the General Secretariat of the Organization of American States ("GS/OAS"). The IEAB, as the principal dependency within the GS/OAS responsible for the management, coordination, and delivery of electoral accreditation services, works to promote transparency and quality in elections by supporting the certification of election management bodies against international electoral standards such as ISO/TS 17582. In pursuit of this objective, the IEAB requires that its Accredited Partners and Authorized Professionals comply with a formal Code of Professional Conduct.

1.1 Purpose

This Code of Professional Conduct is a set of expectations and practices for those operating under a license or other applicable agreement with the IEAB. The purpose of the Code is to establish appropriate standards of professional conduct for IEAB-Authorized Professionals, Candidates for IEAB Authorizations, and IEAB Partners.

1.2 Definitions

1.2.1

Accreditation

the formal recognition, by the IEAB, of the ability of an organization to deliver one or more of the Services offered by the IEAB

1.2.2

Authorization

the formal recognition, by the IEAB, of the status achieved by an individual with respect to one or more of the IEAB Authorization Programs offered by the IEAB

1.2.3

Authorized Professional

any individual who holds an active IEAB Authorization to provide an IEAB Service

1.2.4

Candidate

any person accepted by the IEAB to pursue an IEAB Authorization but who has not yet completed the Authorization process

1.2.5

Client

any person or organization that receives an IEAB Service from an Authorized Professional, IEAB Partner, or the IEAB

1.2.6

Confidential or Privileged information

any information that is restricted in access and use

1.2.7

conflict of interest

a situation in which the concerns or aims of two different parties are incompatible

1.2.8

IEAB Partner

an Accredited organization that is selected by the IEAB, monitored by the IEAB, and licensed by the IEAB under a written agreement between the IEAB and such organization to deliver certain IEAB Services

1.2.9

Service

one or more of the assessment or training services offered by an IEAB Partner under agreement with the IEAB

1.3 Acronyms

1.3.1

IEAB

International Electoral Accreditation Body

1.3.2

GS/OAS

General Secretariat of the Organization of American States

1.3.3

OAS

Organization of American States

2 PRACTICES

As an IEAB Partner, IEAB-Authorized Professional, and/or Candidate for IEAB Authorizations, you shall:

2.1 Confidentiality

Protect the confidentiality of all information obtained in delivering professional services under the auspices of IEAB Accreditations and Authorizations. Such information includes, but is not limited to, Client's data, information, communications, and identity.

- Not reveal the identity of a Client or potential Client before, during, or after a professional engagement unless you have the Client's explicit permission to disclose such information.

- Proactively identify confidential or privileged information. Exercise due care to ensure that confidential or privileged information is protected, before, during, and after a work engagement.
- Obtain explicit permission to use or copy materials, tools, and other artifacts received from a Client or other organization regardless of medium or representation.

2.2 Due Care

Exercise the degree of care, caution, or diligence that a person of ordinary prudence would exercise under the same or similar circumstances in the course of all IEAB-related activities and with respect to all IEAB-related transactions and interactions.

- Exercise due care to ensure that Authorized Professionals are adequately trained and prepared to perform in a manner that is consistent with the methods and materials licensed under IEAB Services.
- When tailoring methods, materials, or course offerings, follow applicable guidelines such as those set forth in governing IEAB Partner Agreements and/or Authorization Agreements. When tailoring goes beyond these guidelines or there are no guidelines available, contact the IEAB to obtain written permission.
- Not make assertions about assessment, training, accreditation, or authorization outcomes before or during the conduct of such activities.
- Not exert undue influence on diagnostic methods such as assessments in any manner. Activities such as coaching people to provide false or misleading information or creating documentation that is not actually used are strictly prohibited.
- Maintain currency in your knowledge of relevant IEAB methods and materials and ensure that you are aware of your professional obligations to the IEAB related to maintaining your Accreditation or Authorization(s). When in doubt, request clarification.
- Respect the intent and boundaries of any role you are performing within a method that is part of any service delivered under the auspices of an IEAB Accreditation or Authorization.

2.3 Conflict of Interest

Exercise due care to avoid conflicts of interest or the appearance of conflicts of interest, and avoid misrepresenting your opinions as positions of the IEAB or others. Disclose conflicts of interest or potential conflicts of interest to all affected parties. Exercise due care to manage all conflicts of interest to preserve the objectivity of your work and our mutual reputations.

- Avoid conflicts of interest to the greatest degree feasible. Where there is an unavoidable conflict of interest, disclose such conflict to all affected parties,

- including your own organization, the IEAB, and the Client. Take action to manage the conflict of interest by minimizing its impact or eliminating it.
- Avoid the inherent conflicts of interest that occur when your Authorized Professionals and Candidates find themselves evaluating their own work or work performed by the organization that they represent. Unambiguously disclose such conflicts of interest to all affected parties and proactively take action to minimize the impact or eliminate such conflicts of interest.
 - In all professional interactions, ensure that Clients clearly understand whom you represent (e.g., the IEAB, your organization, or another party).
 - In exchanging gifts, amenities, gratuities, or other considerations, observe the bounds of your Client's national or organizational cultures and applicable laws or organizational policies. Regardless of the preceding, ensure that gifts, amenities, gratuities, and other considerations do not influence the objectivity of the services rendered, or create the appearance of a conflict of interest.

2.4 Intellectual Property

Respect the ownership of intellectual property and stay informed of, and comply with, applicable laws to preserve the integrity of your work and that of IEAB products and Services.

- Proactively ensure that you have the right to use intellectual property, including the intellectual property of the Client, the IEAB, your organization, and other parties.
- Not violate copyrights, trademarks, or service marks. Cite sources and provide appropriate references for materials and other works of intellectual property.
- Obtain written permission for distributing or changing IEAB materials, or for including IEAB materials in other works.

2.5 Data Integrity

For Services delivered under the auspices of an IEAB Accreditation or Authorization, exercise due care to report results completely, objectively, and accurately. Ensure that results are shared with all affected parties.

- Report results and data from assessments and training courses objectively, completely, and accurately.
- Not succumb to undue influence from the Client or any other party to promise outcomes before you have the objective data to justify them.
- Exercise due care to ensure that information obtained from others is accurate and authentic.
- Not cheat or allow cheating on examinations, exercises, applications, or other evaluations of knowledge, skill, expertise, or suitability conducted under the auspices of an IEAB Accreditation or Service or in the process of applying or qualifying for an IEAB Accreditation or Authorization.

2.6 Professional Conduct

Exercise due care to understand and adhere proactively to your professional obligations and commitments. Deal openly, honestly, and respectfully with Clients, co-workers, stakeholders, competitors, and others in all interactions.

- Treat Clients, coworkers, stakeholders, competitors, and others respectfully and honestly. Promote a collaborative approach.
- Exercise due care in fulfilling commitments to others. Notify affected parties promptly and clearly when a commitment cannot be met.
- Not disparage the work or reputation of others. Exercise due care to employ constructive and professional approaches for criticism and disagreement. Insist on professional behavior from all parties in all of your interactions.
- Exercise due care to ensure that information gathered through a service delivered under the auspices of an IEAB Accreditation or Authorization is supported by credible objective evidence. Reject hearsay or third-party information.
- Exercise due care to be honest and unambiguous regarding what you and your organization can and cannot offer, and about the credentials, qualifications, and experience you have to deliver the services offered. Avoid misrepresenting yourself or your organization regarding your Accreditations or Authorizations, capabilities, experience, or contractual obligations to the IEAB.
- Maintain currency in the areas in which you offer services under IEAB Accreditations or Authorizations and fulfill ongoing professional development obligations in a timely and proactive manner.

Name: _____

Title: _____

Date: _____

Place: _____

Signature: _____