

# DIACC Code of Conduct

Board of Directors – Supplemental Policy  
Approved On: September 26, 2018

## DIACC Community:

The [DIACC](#) enables a productive, safe, open, and agile community that welcomes new ideas in a complex collaborative landscape. DIACC provides a neutral forum where stakeholders with diverse needs, interests, and skills all have the opportunity to add value. DIACC prioritizes transparent, open, and honest communication between members.

The DIACC Members Code of Conduct applies to everyone who represents the DIACC officially or informally, claims affiliation with this organization, or participates in the DIACC community. The DIACC Members Code of Conduct is supplementary to the [DIACC Operating Procedures](#). In matters of discrepancy the DIACC Operating Procedures shall be authoritative. Members should familiarize themselves with the full suite of [DIACC controlling policies](#).

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## DIACC Members Code of Conduct

1. Bring a positive attitude
2. Be considerate
3. Be respectful
4. Be collaborative
5. Take responsibility for your words and your actions
6. Raise concerns to the Chairperson
7. Ask for help when unsure
8. Keep private information private
9. Don't share restricted data
10. Disengage considerately

### **Bring a positive attitude**

Assume that member peers have good intentions. Value each other's contributions.

### **Be considerate**

Be considerate of input from others, whether we agree or disagree. Consider the impact that decisions taken may have on others.

### **Be respectful**

We're one community that represents diverse ideas, experiences, and backgrounds. It's OK to disagree with someone, however, disagreement is no excuse to be rude. Work together to resolve conflicts in a positive and professional manner. Be respectful of other people's ideas. Personal attacks will not be tolerated.

**Be collaborative**

Collaboration between DIACC members that each have their own goal and vision is essential. Collaboration reduces redundancy and improves the quality of our work. Work closely with others to coordinate efforts to ensure transparency and professionalism. We value our relationships with external partners and acknowledge their role in our success while promoting teamwork.

**Take responsibility for your words and your actions**

People make mistakes from time to time. We're only human, right? When mistakes are made, parties should take responsibility for it. If someone has been offended, listen carefully, respectfully, and work to right the wrong.

**Raise concerns to the Chairperson**

Address any concerns about the discussion or the meeting with the Chairperson. It is the Chairperson's job to bring the meeting to order. If members don't feel comfortable raising issues with the Chairperson, contact the DIACC staff who will assist in the matter. Members who feel unsafe to report issues openly may message "private@diacc.ca" where information will be treated with confidentiality for escalation to the Board of Directors.

**Ask for help when unsure**

Nobody's perfect and it can take courage to share questions or concerns. No DIACC member should ever fear to ask even the simplest question. Asking questions early avoids problems later. Questions are encouraged and they may be directed to the appropriate forum for resolution. Those who are asked questions should be responsive and helpful.

**Keep private information private**

We respect the privacy of our members and representatives. We minimize requests for data and we handle personal information with extreme care. When asked to make an introduction, be sure ask the other party for permission before sharing contact information.

**Don't share restricted data**

Although the DIACC encourages transparency and open communication, sometimes there's information which your organization may request not to be shared in the form of intellectual property or restricted data. The only time this would change is when an agreement is signed between DIACC and the contributor based on DIACC's [Intellectual Property Rights v.1](#) policy.

**Disengage considerately**

Disengage in a way that minimizes disruption. Prioritize professionalism and take the proper steps to ensure that others can pick up where the departing party left off.