



ISMA CODE OF CONDUCT

INTRODUCTION

The International Security Management Association (ISMA) is committed to ensuring all members are treated with dignity and respect. Any form of discrimination, sexual harassment, or other unprofessional conduct is not tolerated and may result in revocation of membership and/or invitation to participate. The ISMA Code of Conduct was created to ensure a positive experience for all participants regardless of: race; color; sex (including pregnancy, sexual orientation, and gender identity); national origin; religion; disability; age; or other protected status and compliance is required of all ISMA members and/or event and activity participants.

PURPOSE

ISMA has established this Code of Conduct (the “Code”) to serve as a guideline for the professional conduct of all members and anyone attending or participating in an official ISMA event, activity, or communications platform, as well as to inform of the consequences of unacceptable behavior. It is the expectation of the ISMA Board of Directors that every member and/or participant will respect and abide by this Code of Conduct. We all have a responsibility to ensure our events and individual actions are professional, inclusive, and respectful. Failure to abide by this Code is subject to corrective action, as set forth below.

SCOPE & APPLICATION

This Code of Conduct applies to all members, and to all representatives of ISMA participating organizations, attendees, media representatives, speakers, volunteers, staff, contractors, exhibitors, and any other guests (collectively referred to as “Participants”) at any official ISMA programs, conferences, consultations, webinars, virtual calls, networking events, or other activities held, sponsored, or affiliated with ISMA (collectively referred to as “Events,”), including those hosted by other organizations in partnership with ISMA. It also includes all users participating in or messages originating on ISMA-managed digital communications platforms, to include email, website forums, messaging apps, and social media (“Platforms”).

ISMA members and participants are required to review the ISMA Code of Conduct and related ISMA Conference Code of Conduct (incorporated by reference herein) and must agree to adhere to them prior to attending specific events. ISMA members and participants are expected to fully comply with the ISMA Codes of Conduct and submit to their standards, fully cooperate with the complaint evaluation processes, and respect outcomes as a condition of their participation. If you have questions about ISMA’s Codes of Conduct, please contact ISMA at info@isma.com.

This Code is subject to change, and ISMA will notify participants through an ISMA website announcement if and when revisions take place.

Compliance with Laws

Members of ISMA have a responsibility to comply with all applicable laws, regulations, and professional standards governing their conduct. The association expects its members to conduct themselves in an ethical and lawful manner at all times, both in their professional and personal lives. Members are expected to stay informed about changes to relevant laws and regulations and to adhere to them. Failure to comply with applicable laws, regulations, or professional standards may result in disciplinary action, up to and including revocation of membership.

In addition to complying with all applicable laws, members are expected to promote and maintain a culture of compliance within the association. This includes reporting any suspected violations of laws, regulations, or professional standards to the appropriate authorities and the association's leadership. ISMA is committed to upholding the highest standards of ethical conduct and compliance with the law. Members who engage in illegal or unethical conduct may damage the reputation of the association and undermine its mission to serve its members and the wider community.

Conflicts of Interest

Members of ISMA have an obligation to conduct themselves in an ethical and transparent manner, avoiding any actions or decisions that may compromise their professional judgment or the integrity of the association. Conflicts of interest may arise when a member's personal, financial, or other interests conflict with their responsibilities to the association.

To ensure that conflicts of interest are identified and appropriately managed, all members are expected to disclose any potential conflicts of interest to the association's leadership. A conflict of interest may arise when a member:

- Has a financial interest in a company or organization that may benefit or be adversely affected by a decision made by the association.
- Has a personal relationship with an individual or organization that may benefit or be adversely affected by a decision made by the association.
- Is in a position to influence a decision made by the association that may result in personal gain or benefit.

Upon disclosure of a potential conflict of interest, the association's leadership will evaluate the situation and determine an appropriate course of action. This may include recusal from decision-making processes or abstaining from voting on specific matters. In cases where a conflict of interest may not be avoidable, members may be required to resign from their position or withdraw from the association altogether.

Members are expected to uphold the highest standards of professionalism and ethical conduct, and to prioritize the interests of the association and its members above their personal interests. Failure to disclose a conflict of interest may result in disciplinary action, up to and including revocation of membership.

Expected Behavior

ISMA expects that members and participants will:

- Understand that ISMA is a place of business, where appropriate rules of conduct apply;

- Comply with all applicable laws, regulations, and professional standards governing their conduct;
- Avoid conflicts of interest and immediately disclose any potential conflicts of interest to ISMA leadership;
- Recognize that an event or electronic communications platform is a forum for diversity of thought, where differing views may be discussed constructively with due regard for the viewpoints of others;
- Be considerate, respectful, inclusive, and collaborative in communication and actions;
- Respect and obey the specific rules or policies of the venue, event, or communications platform; and
- Cooperate and work together with ISMA to ensure that it continues to be a safe, welcoming, and inclusive environment.

In the spirit of valuing a diversity of views, ideas, and opinions, remember that a recipient may perceive a comment or action as disrespectful.

All members and participants are expected to adhere to the Chatham House Rule at all ISMA events and on all ISMA-managed communications platforms. The Chatham House Rule states, “When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.” The Chatham House Rule applies to the extent permitted under applicable law.

Unacceptable Behavior

ISMA defines unacceptable behavior as, but not limited to:

- Violation of all applicable laws, regulations, and professional standards governing their conduct;
- Failure to disclose potential conflicts of interest;
- Unwelcome verbal or physical conduct that constitutes any form of harassment, discrimination, or disrespectful behavior;
- Inappropriate language, unwelcome physical contact, or unwanted advances, in person or virtually;
- Display of nudity and/or sexual images or content of an inappropriate sexual nature at events, including presentations, or on personal devices, that could be seen by others;
- Intimidating, threatening, abusive, derogatory, or demeaning conduct or commentary;
- Physical stalking or written, verbal, or other abuse, including bullying of any type occurring in person or via any other form of communications, including cyberbullying;
- Failing to respect and adhere to the rules or policies of the venue, event, or communications platform; and
- Knowingly filing a false complaint.

Members and participants in ISMA and in its events are prohibited from:

- Conducting sales, marketing, or business development activity at any ISMA or ISMA-affiliated activity, or accessing ISMA user information gleaned from ISMA electronic platforms for other than ISMA-sanctioned purposes;
- Incorporating, repurposing, selling, or utilizing any ISMA-developed or provided information, data, or communications for other than ISMA-sanctioned purposes; and

- Utilizing their relationships with or participation in ISMA in any sales, marketing, or business development activity.

Reporting Concerns

Any participant who has experienced unacceptable behavior as defined above or has witnessed unacceptable behavior or other violation of this Code, or who has additional concerns about conduct or activities associated with ISMA, should inform ISMA as soon as possible. Participants should report concerns to the ISMA Executive Director at liz@isma.com. It is helpful to provide as much information as possible to ensure a thorough evaluation of any incident. The following information should be included in the report:

- Name, organization, and contact information of the reporter;
- Name and organization (if known) of the person exhibiting the unacceptable behavior;
- Date of incident and frequency of behavior;
- Location of incident (online platform; venue/city; name of event or activity, if applicable);
- A brief description of the incident; please indicate if it was targeted at a specific individual/individuals;
- Names of witnesses or other individuals involved, if any; and
- Screenshots or communications that illustrate the behavior, if applicable.

All reports will be handled expediently and confidentially, to the extent permitted by law. Participants should contact appropriate law enforcement authorities immediately if they have experienced or witnessed behavior or suspicious activity during an ISMA event that may constitute a crime or serious threat to the public.

Consequences of Unacceptable Behavior and/or Other Violations of this Code

ISMA will not tolerate unacceptable behavior and/or other violations of this Code. Any member or participant asked to stop behaving in an unacceptable manner, as outlined by this Code of Conduct, is expected to comply immediately when requested by another member or participant. At any ISMA event, joint event, or on any communications platform, ISMA may take any action deemed necessary and appropriate up to and including removal of the member or participant for any behavior inconsistent with the Code of Conduct described above by ISMA officials, at their discretion. ISMA must report any criminal acts to the appropriate authorities for investigation by the entity with jurisdiction.

The ISMA Board of Directors will be the body that reviews and evaluates all complaints internally. ISMA will ensure due diligence is followed in all reported cases. If the evaluation of the circumstances results in a substantiated finding, the offender may be subject to corrective actions up to and including expulsion from the association and/or events and/or communications platforms. ISMA decisions are considered final.

For privacy reasons, ISMA will not make any statements about Code of Conduct violations, except where required by law. ISMA also will not share details of reported violations, evaluations, findings, or deliberative processes, nor will it share with the reporting party the resulting corrective actions with respect to any individuals involved.