



# **INFORMATION TECHNOLOGY SENIOR MANAGEMENT FORUM**

## Code of Conduct

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## ITSMF Policy and Purpose of the Code of Conduct

ITSMF is committed to providing the highest professional environment for all its stakeholders, including members, faculty, staff, students, volunteers, speakers, partners, guests, and the Board of Directors free from all harassment. It is the policy and commitment of ITSMF that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion. Harassment or intimidation of a member, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited. Harassment and intimidation include abusive, foul, or threatening language or behavior. ITSMF is committed to maintaining an environment that is free of any such harassment and will not tolerate discrimination against directors, staff, members, consultants, volunteers, participants, and guests.

ITSMF will operate a zero-tolerance policy for any form of discrimination and/or harassment, including sexual harassment, treat all incidents seriously and promptly investigate all allegations of harassment. It is understood that language, actions, and sexual advances that are not welcomed are inappropriate and unacceptable. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint. Any person found to have harassed or sexually harassed another will face disciplinary action, up to and including dismissal of employment or contract. This Code of Conduct policy is required to be affirmed by registrants of all ITSMF programs, and annually by members.

## Harassment and Discrimination

This Code of Conduct policy is reviewed by ITSMF's Management Office and is required to be annually affirmed. This Code of Conduct applies to all employees, academy personnel, agents working on behalf of the organization, those under employment contracts and the members of the ITSMF Board of Directors. This Code of Conduct has been designed to deter wrongdoing and to promote:

- Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships
- Full, fair, accurate, timely, and understandable disclosure in reports and documents that ITSMF files with, or submits to, government agencies and in other public communications
- Protecting ITSMF's confidential and proprietary information and that of our members and partners
- Compliance with applicable governmental laws, rules, and regulations
- The prompt internal reporting of violations of this code
- Accountability for adherence to this code

It is ITSMF's policy to treat all employees fairly. All personnel actions are free of unlawful discrimination, and only factors relating to job requirements, performance, and results are considered.

Furthermore, it is ITSMF's policy to provide an environment free of the tension that can be created by the harassment of any employee, students, academy personnel, agents working on behalf of the organization, those under employment contracts, members of the Board of Directors. Remarks or behavior that create an intimidating environment violate ITSMF philosophy and policy. Unwelcome sexual advances, requests for sexual favors, or offensive conduct of any kind constitutes harassment and will not be tolerated at ITSMF.

## Reporting and Disciplinary Actions

Anyone who feels they have been harassed, or feels they have witnessed such action, is strongly encouraged to report the incident to the Personnel Chairperson, Fern Johnson, at [fern.johnson@pepsico.com](mailto:fern.johnson@pepsico.com) or the President of ITSMF, Johanna

Jones, at [johanna.jones@itsmfleaders.org](mailto:johanna.jones@itsmfleaders.org). Complaints will be promptly investigated, and if warranted, appropriate action taken to ensure that ITSMF's positive culture is preserved and that everyone is treated as a respected team member.

Retaliatory conduct against any employee, academy personnel, agents working on behalf of the organization, those under employment contracts, members of the Board of Directors who brings a harassment or ethics issue forward is strictly forbidden and will not be tolerated.

## Revision History

- 9/18/20 – Inserted a revision date and tracking page
- 9//23/20
  - Removed this notation – (Note: During registration, by clicking this button you acknowledge acceptance of this policy.)
  - Added Fern Johnson’s name as Personnel Chairperson, with her email address.
  - Added Viola Thompson’s name as President of ITSMF, with her email address.
- 9/22/2021
  - Modified to provide Johanna Jones’ name as President of ITSMF, with her email address.
  - Added expanded wording in the first and second paragraphs to address discrimination.