



# Association of Corporate Investigators

## Members Code of Conduct & Complaints Procedure

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### Revision History

REV	DATE	REASON FOR ISSUE	APPROVED
001	November 2020	Membership Launch	ExCo

## **ACi Members Code of Conduct and Complaints Procedure**

The ACi is a voluntary non-profit association that upholds a self-imposed obligation to professionalism and commitment. This status relies on generally accepted standards of behaviour and communication, sharing of knowledge and experience, and integrity by all ACi Members.

ACi is committed to providing an environment of cooperation and collaboration among its members as is reflected in the ACi Constitution and published at [www.my-aci.com](http://www.my-aci.com)

### **OBJECTIVE**

The **ACi Members Code of Conduct** provides general guidelines for conduct by ACi Members during conferences, events, meetings, committee and other volunteer work, mentoring relationships, and all online spaces, including (but not limited to) social media.

The Code embodies shared values and experiences that contribute to any member's individual ethical judgements and decisions. Whereas the Code sets out guidelines for the ethical conduct of all ACi Members, it cannot deal specifically with all circumstances that may arise.

Nonetheless, each ACi Member shares the responsibility to ensure that individual and collective conduct is appropriate.

### **GUIDING VALUES**

- ACi Members will embrace the objectives of the ACi.
- ACi Members will seek to uphold the reputation of the profession and regularly upgrade their professional knowledge and skills, as well as maintain awareness of technological developments, procedures, and standards that are relevant to their field.
- ACi Members will encourage and support colleagues in their professional development.
- ACi Members will act with integrity towards colleagues and fellow members.
- ACi Members will always behave in a respectful manner. Discrimination based on age, race, colour, gender identity, sexual preference, religious belief or lack thereof, political persuasion, or national origin will not be tolerated.
- ACi believes in the free sharing of knowledge and experience to aid the development and growth of its members and the development of archival ideals. ACi Members will act in a spirit of collaboration, not competition, with fellow members and colleagues.
- ACi Members will not knowingly be party to the dissemination of false or misleading information and will not deliberately withhold information (except where the confidentiality of a third party is involved) relating to their collections or areas of expertise.
- ACi Members will not misuse information or materials supplied to them in the spirit of the cooperation described above. Unauthorized copying of another archive's material, unattributed or unacknowledged use of the results of another archive's work or expertise, and breaches of confidentiality are deemed to be serious violations of professional standards.
- ACi Members will not engage in conduct that will bring the profession and/or ACi into disrepute.
- ACi Members will not speak in the name of the ACi without the consent of the ACi Executive Committee.

### **COMPLAINT PROCEDURE**

Should a member act in a manner that is deemed contrary to the ACi's generally accepted standards of behavior, a complaint may be lodged against a member. Procedures are outlined below:

- a) All complaints against a current member of the ACi must be transmitted via email to [admin@my-aci.com](mailto:admin@my-aci.com) for initial review and assessment by the Executive Committee. A confirmation email will be sent to the complainant to ensure transparency of the complaints process;
- b) If the complaint received alleges misconduct by a member of the Executive Committee, the complaint will be initially reviewed by the CEO and COO for validity;
- c) If the complaint is against the CEO, the complaint will be forwarded to the COO and one other Executive Committee Member for initial assessment;
- d) If found to be a valid complaint against a current Member, a Complaints Review Committee (CRC) will be formed. The CRC will be comprised of three members, the CEO and two Executive Committee Members, unless the CEO is implicated in the complaint. In such cases, the CRC will be chaired by the COO with two other Executive Committee Members;
- e) The CRC shall review, investigate and make recommendations to remedy the complaint. The CRC will ensure that the subject of the complaint is afforded due process and receive the details of the complaint for comment and the provision of information in their defense;
- f) Each complaint shall be resolved by the CRC within 30 days of receipt of the complaint;
- g) The results of the CRC inquiry and any recommendation for sanctions or remediation will be issued to the ACi Executive Committee for ratification;
- h) The results of the CRC inquiry will be transmitted to the complainant and the subject of the complaint, but the CRC decision is final and binding;
- i) The ACi will retain the CRC report for 3 years in cases where misconduct was substantiated, and a sanction imposed. In those cases where the complaint was unsubstantiated, the report will be destroyed as soon as practicable.

#### **Possible Sanctions from CRC investigated complaints**

- a) Termination of membership effective immediately for serious breaches of the ACi Code of Conduct.
- b) Suspension of membership rights for a period to be determined by the CRC;
- c) Written warning that any further infractions will lead to suspension or termination of membership.