



## MEMBERSHIP CODE OF CONDUCT

### 1. INTRODUCTION

At the Institute for Enterprise Management and Analytics (IEMA), we believe in fostering a community of professionals who are committed to advancing enterprise management practices, analytics, and innovation. Our collective success depends on how we work together, support one another, and adhere to the values that define IEMA.

This **Code of Conduct** serves as a guiding framework for how we engage with one another and with the world outside IEMA. It outlines the behaviors and ethical standards we expect from all members to ensure a respectful, collaborative, and effective environment for everyone.

By becoming a member of IEMA, you are not only joining an esteemed professional organization but also committing to uphold the principles of this Code. Your actions contribute to the health and success of IEMA, and we encourage you to read this document carefully and adopt its principles in all aspects of your membership and professional conduct.

### 2. GENERAL EXPECTATIONS OF MEMBERS

IEMA members are expected to engage in ways that reflect the values of integrity, professionalism, and respect. Specifically, we ask our members to:

#### 2.1. Act with Integrity

- Always be honest and transparent in your interactions with IEMA members, staff, and external partners.
- Be forthright in sharing information and ideas, ensuring that your contributions are constructive, well-informed, and ethical.
- Hold yourself accountable for your actions and decisions, both as an individual and as a representative of IEMA.

#### 2.2. Be Respectful and Inclusive

- Treat all members with courtesy and dignity, regardless of background, experience, or role within IEMA.
- Foster an inclusive environment where diverse perspectives are valued and heard. Encourage collaboration across all levels of experience and expertise.
- Ensure that your conduct is free of discriminatory language, actions, or behavior based on race, ethnicity, gender, sexual orientation, disability, age, religion, or any other protected characteristic.



### **2.3. Uphold Ethical Standards**

- Adhere to the highest ethical standards in all your professional and personal dealings. This includes avoiding conflicts of interest and acting in the best interests of IEMA.
- Respect confidentiality—whether in conversations, during meetings, or through private communications—and protect sensitive or proprietary information that you may be privy to.
- Strive to maintain a high level of competence in your field, continuously improving your skills and knowledge.

### **2.4. Promote a Positive and Collaborative Environment**

- Work cooperatively with fellow members, fostering a spirit of shared knowledge, support, and teamwork.
- Engage in a manner that enhances the reputation of IEMA and contributes to its mission of advancing enterprise management and analytics.
- Approach discussions and disagreements with a spirit of openness and constructive feedback, avoiding adversarial or hostile interactions.

## **3. SPECIFIC STANDARDS OF BEHAVIOR**

### **3.1. Professional Conduct in All Interactions**

- Always approach professional relationships and collaborations with respect, honesty, and professionalism.
- Be mindful of the impact of your words, tone, and actions, especially in meetings, presentations, and IEMA-sponsored events or forums.
- If you have concerns or grievances, address them in a respectful and direct manner, and seek resolution through proper channels (e.g., mediation, leadership).

### **3.2. Avoiding Discrimination, Harassment, and Bullying**

- IEMA is a community where everyone should feel safe, valued, and respected. Harassment, bullying, and discrimination in any form are unacceptable and will not be tolerated.
- Members are expected to adhere to policies against harassment or bullying and must not engage in any behavior that creates a hostile, intimidating, or offensive environment for others.
- IEMA's events, meetings, and online platforms should be free from any form of misconduct. Any inappropriate behavior should be reported immediately to the appropriate authority.

### **3.3. Intellectual Property and Confidentiality**



- Respect the intellectual property rights of others. Do not use, share, or distribute materials that belong to IEMA or other members without permission.
- Keep confidential information shared within the Institute strictly confidential, especially data that may be proprietary, personal, or sensitive in nature.
- Avoid disclosing confidential discussions or strategic plans that could harm IEMA's reputation or competitive position.

### **3.4. Avoiding Conflicts of Interest**

- Members must act in the best interest of IEMA, free from any personal or financial interests that might compromise their objectivity or impartiality.
- If a member has a personal or financial interest in a matter being discussed or voted on, they must disclose that interest and recuse themselves from participating in the decision-making process.

### **3.5. Social Media and Public Communication**

- Be mindful of how you represent IEMA on social media and other public platforms. Your actions, comments, and posts reflect on the Institute. Always ensure that your online presence is aligned with IEMA's values and mission.
- Refrain from making public statements or claims on behalf of IEMA unless explicitly authorized by IEMA leadership. Be careful not to misrepresent the organization or its activities.

## **4. COMMITMENT TO PROFESSIONAL GROWTH AND DEVELOPMENT**

### **4.1. Continuous Learning**

- Engage in professional development opportunities to expand your expertise in enterprise management, analytics, and related fields.
- Actively participate in IEMA events, webinars, workshops, and other learning experiences, both to benefit from them and to contribute to the knowledge pool of the community.

### **4.2. Sharing Knowledge and Resources**

- Contribute to the success of your peers and colleagues by sharing your knowledge, experiences, and resources.
- Offer guidance, mentorship, and support to other members, especially those newer to the field or to the organization.

### **4.3. Collaboration Across Boundaries**



- Foster cross-disciplinary collaboration within IEMA. Whether in analytics, management, technology, or other fields, recognize the power of diverse viewpoints and seek out opportunities to engage in cross-functional work.
- Respect the expertise of others and collaborate on initiatives, projects, or research that align with IEMA's values and goals.

## **5. HANDLING COMPLAINTS AND VIOLATIONS**

### **5.1. Reporting Concerns**

- If you witness or experience behavior that violates this Code of Conduct, please report it to IEMA leadership or the designated Committee for Code of Conduct enforcement. We encourage open communication and aim to resolve issues respectfully and constructively.
- Reports of violations will be handled with discretion and in a way that respects the confidentiality and dignity of all individuals involved.

### **5.2. Investigation and Disciplinary Actions**

- Any reported violations of this Code will be reviewed and investigated by a designated Committee. The investigation will be fair, thorough, and confidential to the extent possible.
- Appropriate disciplinary action may include, but is not limited to, warnings, suspension of membership privileges, or removal from IEMA membership for serious or repeated violations.

### **5.3. Appeal Process**

- If you disagree with the outcome of an investigation or disciplinary action, you may appeal the decision to the Governing Council. The appeal will be reviewed, and a final decision will be made based on the facts presented.

## **6. ACKNOWLEDGEMENT AND COMMITMENT**

By becoming a member of IEMA, you agree to uphold the standards outlined in this Membership Code of Conduct. You acknowledge that your actions, both within the Institute and in your professional activities, reflect on the values of IEMA, and you commit to contributing positively to the community.

You also agree to encourage fellow members to adhere to this Code and to foster an atmosphere of mutual respect, growth, and support.



**ADOPTED AND APPROVED**

These bylaws and the associated Membership Code of Conduct were adopted by the Governing Council of the Institute for Enterprise Management and Analytics (IEMA) on 19<sup>th</sup> December, 2024.

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Dr. Raymond Smith  
Director General

A handwritten signature in black ink, appearing to read 'Enifome Iduemre', is written above a horizontal line.

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Enifome Iduemre  
Membership Manager