16. CODES OF ETHICS AND CONDUCT

Scope

These policies address expected behaviors related to ethical conduct.

Guiding Principles

- The Institute believes, and it is a condition of membership, that ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

- Ethics means acting in a manner that preserves the member’s trust with thoughtful, collaborative decision-making and actions that align with the goals, success and ideals of NIGP, and ensures fairness for the public good.

- The Institute expects all persons participating in NIGP activities shall do so without the fear or threat of harassment by other participants.

Governing References

- NIGP Code of Ethics
- NIGP Values

A. Responsibility and Enforceability

The NIGP Member Council is responsible for:

1. Establishing professional codes of conduct;
2. Establishing a process for investigating alleged violations; and
3. Providing fair, due process to individuals under investigation.
B. Expectations to Comply with the NIGP Code of Conduct

1. All persons who participate in any in-person or virtual events, meetings or activities sponsored by the Institute are expected to comply with the NIGP Code of Conduct as follows:

   NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all event attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion. NIGP expects all participants, including attendees, speakers, instructors, contractors, exhibitors, sponsors, guests, and volunteers to behave in a professional manner at all NIGP sponsored events and in strict compliance with the NIGP Code of Conduct.

2. Any individual who is confronted or feels threatened in a manner inconsistent with this NIGP Code of Conduct is strongly encouraged to immediately report such activities to NIGP staff, the local police, and/or building security.

3. To the extent appropriate, NIGP will investigate all matters reported to the Institute and will cooperate fully with local law enforcement where applicable.

C. Termination of Individual Membership

Termination of an Individual Member for Cause. Pursuant to the NIGP Bylaws the Institute’s Member Council may suspend or revoke any individual membership.

1. Such action may be taken only after examination of a written complaint by any Institute active member of failure of another member to adhere to the professional standards of the Institute; including NIGP’s Code of Ethics and NIGP’s Code of Conduct.

2. The written complaint shall be forwarded to the affected party and to all NIGP Member Council members at least thirty (30) calendar days prior to a hearing.

3. The affected party is entitled to a hearing conducted by the NIGP Member Council to be held in a manner mutually acceptable to all parties. The affected party may waive this right in writing.
4. Following the hearing, or subsequent to a written notice from the affected party waiving his/her rights for a hearing, the NIGP Member Council shall determine its course of action. Such action requires a two-thirds (2/3) vote of the entire Council. The final decision shall be communicated in writing to the affected party.

5. Within thirty (30) calendar days after receipt of the written decision, the affected party may appeal the decision of the NIGP Member Council to the NIGP Governing Board. In this situation, the same due process described for the Member Council shall be utilized. The final decision rendered by the NIGP Governing Board shall be binding.