

EDUCATIONAL TECHNOLOGY COLLABORATIVE (ETC)  
PROFESSIONAL CODE OF CONDUCT  
Edited November 16, 2022

ETC is committed to upholding ethical, professional and legal standards we use as the basis for our daily and long-term decisions and actions. We are each individually accountable for our own actions and, as members of this community, are collectively accountable for upholding these standards of behavior.

This Code applies to all members of the ETC community, including general members (institutional, corporate, retiree, lifetime, student), Members of the Board of Directors, the Executive Office Staff, consultants, vendors and contractors which have an on-going business relationship with ETC, and any individuals who perform services for ETC as volunteers. This commitment extends to all of our interactions, including online (e.g. LISTSERV), in person (e.g. conferences), or any correspondences (e.g. email, social media, telephone).

Every member of the ETC community should expect to be treated with fairness, dignity and respect. ETC will not tolerate harassment or disruptive behavior of any kind, including but not limited to harassment based on ethnicity, religion, disability, physical appearance, gender, or sexual orientation. Harassment may include but is not limited to offensive gestures and verbal comments, deliberate intimidation, stalking, following, inappropriate photography and recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome attention. Participants requested to cease harassing behavior are expected to comply immediately, and failure to do so will be brought to the Board of Directors.

ETC is committed to the highest possible standard of ethical, moral and legal business conduct. In line with this commitment and ETC's commitment to open communication, this code of conduct aims to provide an avenue for members and officers to raise concerns and reassurance that they will be protected from reprisals or victimization in good faith. Anonymity will be respected, and all individuals' identities will be protected from public acknowledgement.

Reports of discrimination, harassment, and/or retaliation should be made to the [ETC Board of Directors](#), who shall assume the role of an Ethics Committee to receive, discuss, and take appropriate action when concerns are expressed through members relative to ethical conduct. When notified of individuals engaging in harassing behavior, ETC Board of Directors may take any action they deem appropriate, as defined in Article IX, Section 2 of the ETC Bylaws. All members of the Board of Directors are required to sign a confidentiality agreement and conflict of interest and must adhere to those policies when determining appropriate action regarding a complaint. If a complaint needs to be made against a member of the board of directors, the [Executive Director](#) will develop an ethics committee to avoid conflicts of interest.

As overriding principles of professional conduct, it is also recommended that ETC members:

- protect integrity of ETC as an organization;
- conduct business in manner than maintains the privacy and personal integrity of the individual;
- take precautions to distinguish between personal and ETC views;
- refrain from the use of institutional or ETC privileges for private gain;
- avoid commercial exploitation of his or her professional or ETC position; and
- commit to personal professional development in order to share that expertise.