

Purpose: To provide guidelines on how the board and governance members shall behave with respect to the position.

Code of Ethics & Conflict of Interest Policy

This Code of Ethics and Conflict of Interest Policy of PMI Los Angeles Chapter (PMI-LA) applies to all members of the Board of Directors, officers, and key employees.

Serving on the Board of Directors or other leadership positions is an honor and carries with it the responsibility for ethical behavior on and off the job. The constituents of PMI-LA rely on its officers, directors and key employees to act in its best interests, to be knowledgeable about and proactive on the issues facing the organization and the industry, to base decisions on reliable and factual information, to be good stewards of the organization's resources, and to be honest and trustworthy in all actions. This policy has been adopted by PMI-LA to codify those expectations and to ensure they are clearly understood.

All officers, directors and key staff managers are responsible for acknowledging that they have read and understand their responsibilities as defined in this Code of Ethics and Conflict of Interest Policy by reading and signing the "PMI-LA Board of Directors Contract," which includes the language of this policy on an annual basis.

The original signed copies of the "PMI-LA Board of Directors Contract" will be maintained by the VP Operations.

Duty of Care

- In all matters affecting the organization, I will act in good faith and exercise my best efforts in the performance of my duties.
- I will take all reasonable actions to prepare for discussions and decisions that affect the organization and will strive to be knowledgeable on issues of importance to the organization and its members.
- I will be responsible for disseminating information, when appropriate, to those who need it.
- I will make decisions based on factual data rather than unsubstantiated opinions.
- I will make decisions based on what is in the best interest of all members of the organization, rather than any group, individual, or special interest.
- I will be honest in doing the work of the organization and in speaking on behalf of it and its leadership in order to foster trust among the members of the organization, its vendors, clients and the public it serves.

- I will respect my fellow officers, directors, employees and members of the organization and will acknowledge differences of opinion, foster open and respectful discussions, and will make decisions only after listening to and considering all points of view and available data.
- I will support the decisions of the Board of Directors.
- I will refrain from any discussion of fees, wages, etc., that might be construed as an infraction of anti-trust law or price fixing.
- I will support and encourage participation in all organization programs.
- If I am an elected to a position on the Board of Directors I will hold my personal business to the highest standards of professionalism, quality, and integrity, because the manner in which I conduct my individual business affairs can affect the public image of the organization.
- In all my personal activities I will obey the laws of the land and will conduct myself in a manner that reflects positively on the organization.

Confidentiality

- I will not disclose, beyond its intended scope and audience, any information that may be made available to me that is marked, designated, or otherwise treated as confidential by the Board, officers of the organization, or key staff members.
- I understand that my obligation to maintain confidentiality extends indefinitely beyond my term of office.

Conflict of Interest

- I acknowledge that programs, services, methods of research, and methods of operation that are developed by the organization represent intellectual property of the organization. I will not expropriate for myself, for any outside business I may represent, or for any other organization, information that I receive as a result of my position with PMI-LA unless specifically approved by the Board.
- I will not create any program for my own benefit that is in direct competition with programs that have been developed by, or that may be developed by, and/or that are promoted by the organization.
- I will openly declare any actual or perceived conflict of interest that may result from my taking part in discussions or decision-making activities related to issues before PMI Los Angeles Chapter while having business interests (professional or personal) that could bias my participation and/or cause me to act in a manner that would be contrary or destructive to the purpose, goals, interests, or mission of the organization. I further acknowledge the Board of Directors has the sole responsibility for determining whether my interests constitute a conflict and if so, what the remedy will be.

- If I am a member of the Board of Directors, I acknowledge an obligation to notify the Executive Director or the President of the Board in writing of any change of my personal circumstance that could create a real or perceived conflict of interest in my position.
- I acknowledge that conflicts of interests will be resolved in accordance with the organization's "[PMI Chapter Conflict Management Program](#)" ("PMI Volunteer Resources" > "Conflict Management Program").