Annex C: Model Code of Conduct for Participation on an ANSI-Accredited U.S. TAG

This model Code of Conduct may be adopted as is or adapted as part of a TAG Membership application or other document. A TAG Administrator may require TAG members to sign a copy of this Code (or comparable document) as a condition of participation. It is recommended that this Code be published and distributed annually along with a copy of the TAG's accredited procedures, links to the ISO/IEC Directives and contact information for the individual(s) serving as TAG Administrator.

**General Principles**

1. To promote and support the work of the ANSI-Accredited U.S. TAG as well as the purposes and objectives of the voluntary consensus standards system.
2. To maintain a process that is open, honest, and fair to all participants.
3. To promote the development of consensus through the broad participation of a variety of interests and through a full airing and discussion of all points of view.
4. To adhere, both in letter and in spirit, to all duly established rules, regulations, and policies governing the work of the ANSI-Accredited U.S. TAG.

**Participant Obligations**

1. All TAG members, authorized observers and public commenters ("Participants") shall act honestly, in good faith, and with the highest professional standards.
2. Although it is recognized that legitimate differences of opinion can exist on individual issues, Participants should act in a dignified and courteous manner, so as to avoid injuring others, their property, reputation, or employment by false, malicious or improper action and to avoid acting in a disrespectful or unprofessional manner towards other Participants or staff.
3. Participants who have been retained to represent the interests of another with respect to a specific issue or issues that are to be addressed by the TAG shall declare those interests.
4. In order that the points of view and information Participants advance can be accurately evaluated by others, Participants should always endeavor to make known their business, commercial, organizational, or other affiliations that might affect their interests or points of view, avoiding real or perceived conflicts of interest whenever possible.
5. In all discussion, debate, and deliberation, Participants should confine their comments to the merits of the issues under review. Although Participants may forcefully advocate their views or positions, they should be candid and forthcoming about any weaknesses in their position, and they should refrain from debate and discussion that is disrespectful or unprofessional in tone or that is unduly personalized or damaging to the overall process of achieving consensus.
6. In circumstances where duly established policies and procedures related to the TAG's work permit deliberations to take place in Executive Session, participants should respect and observe the confidentiality of those Executive Sessions.
7. No Participant should ever attempt to withhold or prohibit information or points of view from being disseminated, particularly on the grounds that the Participant is in disagreement with the information or points of view. Disagreements should be addressed and resolved through full presentation and discussion of all information and points of view not through withholding information or preventing points of view from being expressed.
8. Participants should treat all persons with respect and fairness and should not offer or appear to offer technical work (https://www.iso.org/publication/PUB100397.html) preferential treatment to any person or group.
9. Participants should refrain from disseminating false or misleading information.
10. Participants should obey all applicable laws, ANSI and ISO policies.
11. Participants should safeguard ANSI’s reputation and integrity by ensuring that any public statements relating to ANSI or the work of the TAG, which are not official statements of ANSI or the ANSI Accredited U.S. TAG Administrator (as the case may be), are properly portrayed as the opinion of the individual making them.

**TAG Administrator Obligations**
The TAG Administrator is expected to comply with all applicable Participant obligations.

**Violations of this Code**
Informal resolution of an alleged violation of this code is encouraged, consistent with the ANSI International Procedures and ANSI's obligations as the U.S. National Member Body to ISO.

Violations of this Code will result in disciplinary action against the offending TAG Member, which may include termination of a TAG Member's (or authorized observer's) continued participation. The Chair of the TAG along with the TAG Administrator, as appropriate, shall consider any violations brought to their attention in a timely manner.

Any claim that the TAG Administrator has violated this Code shall be considered through the TAG's appeals process.