

Code of Ethical Conduct

Quality Texas Foundation (QTF)

As a key participant in the QTF and the associated QTF Assessment and Feedback process, I pledge to uphold and be guided by the following ethical principles in the fulfillment of my responsibilities: integrity, professional conduct, confidentiality, and respect for intellectual property. In promoting high standards of public service and ethical conduct, I promise to:

FOR ALL PARTICIPANTS:

- conduct myself professionally, guided by truth, accuracy, fairness, respect, and responsibility in all interactions with stakeholders,
- collaborate with and support other staff and volunteers in carrying out the organization's mission, vision, and values,
- respect the governing structure and responsibilities of all key Leaders of the organization,
- avoid representing conflicting or competing interests, or placing myself in such a position where my interest may be in conflict—or appear to be in conflict—with the purposes and administration of the assessment, feedback, recognition, or QTF processes or with all other Quality Texas initiatives and efforts,
- safeguard the confidences of all parties involved in the judging or examination of present or former applicants,
- protect confidential information and avoid disclosures that may in any way influence the assessment, feedback, recognition or QTF integrity or process, currently or in the future,
- work with my team leader to finish the requirements on time,
- acknowledge the use of trademarks owned by QTF, and,
- not intentionally communicate false or misleading information that may compromise the integrity of QTF processes or decisions therein.

FOR IC/E, JUDGES AND BOARD OF DIRECTORS ONLY:

- not serve any private or special interest in my fulfillment of the duties of a Board Member, Judge, or IC/E, therefore excluding by definition the examination of any organization or subunit of an organization that employs me or has a consulting arrangement in effect or anticipated with me,
- not serve as IC/Es of a primary competitor or customer or supplier of any organization (or subunit of an organization) that employs me, that they have a financial interest in, or with which I anticipate a consulting arrangement, or are otherwise involved,
- never approach an organization I have evaluated for my own personal gain, including the establishment of an employment or consulting relationship, and, if approached by an organization I have evaluated, not accept employment from that organization for a period of three years after the evaluation,
- maintain and safeguard fairness in the examination process and the confidentiality of all assessment and feedback program application information, including the identity of applicants,
- treat as confidential all information about the applicant and the applicant's operation gained through the evaluation process, and take the following precautions:
 - Applicant information is not discussed with anyone, including other IC/Es, with the exception of designated team members, fellow Judges, QTF CEO, and QTF COO. This includes information contained in the written application, as well as any additional information obtained during a site visit.
 - Names of applicants are not disclosed during or after the application review process.
 - No copies of application information are made or retained.
 - No notes, written or electronic, pertaining to the application is retained.
 - Applicant-specific information can be discussed via cellular phone, cordless phone, and VoIP if authorized by the applicant. However, applicant names are not used in discussions.
 - Electronic exchanges are only through secure sources.

- No applicant information is adapted and/or used subsequent to the review process, unless the information is publicly released by the applicant (at the annual Quest for Excellence Conference, for example).
- IC/Es do not reveal or discuss with other IC/Es, either during training or during the application review phases, their participation with an organization in the preparation of an assessment and feedback program application, at any level.

- personally, and independently score all assigned applications.
- during Independent and Consensus Reviews, not communicate with applicant organization, or in any manner seek additional documentation, information, or clarification about the applicant’s organization. This restriction includes Internet searches. At Site Visit Review, only the site visit Team Leader or the Process Coach are official spokespersons to communicate with the applicant on behalf of the team.
- not at anytime (during or after the evaluation cycle) independently give feedback to applicants regarding scoring or overall performance.
- upon completion of IC/E duties- assessment, consensus, feedback process, be able to use the following designation on resumes and professional websites (LinkedIn, etc.): IC/E, QTF, and year(s) served. However, may not use the QTF logo in advertising or promotion or use business cards including the IC/E designation or the QTF logo.
- during the consensus and site visit processes, encourage and maintain a professional working environment that promotes respect for all applicants, their employees, and all members of the IC/E team.
- when participating in a site visit, respect the climate, culture, and values of the organization being evaluated.

Furthermore, I agree to enhance and advance the QTF and its programs and processes as it serves to stimulate companies and organizations to improve quality, productivity, and overall performance.

I hereby agree to abide by the Quality Texas Foundation (QTF) Code of Ethical Conduct.

Print Your Name

Role or Position in Organization
(IC/E, Judge, Board of Directors)

SIGNATURE

DATE:
