



PRIMA CODE OF ETHICS

PREAMBLE:

Membership in PRIMA commits designated representatives of member entities, hereinafter referred to as members, to adhere to the PRIMA Code of Ethics and to the procedures used to implement compliance. The Code of Ethics is a standard of professional conduct as it applies to member work-related activities.

PERSONAL INTEGRITY:

PRIMA members shall adhere to the highest standards in all aspects of their profession, inspiring public confidence and trust in public service.

Members shall maintain truthfulness and honesty without compromise for advancement, honor or personal gain.

Members shall perform duties in a diligent manner and in accordance with applicable laws, regulations and technical standards, complying with both their specifics and intent.

Members shall monitor personal functioning and effectiveness and will not participate in any activity which may lead to a conflict of interest or its appearance, e.g. misuse of public resources, improper outside employment, acceptance of gifts or nepotism, or create a hostile work environment.

Members shall function within the boundaries of individual professional competence and accept responsibility for their own errors. Members shall ensure that others receive credit for their work contributions.

Members shall establish and maintain respectful and professional relationships with superiors, subordinates, colleagues and the public.

SERVE THE PUBLIC INTEREST:

Members shall delineate and promote the function of effective risk management practices in meeting the needs of those served, encouraging communication between the citizens and government officers, emphasizing friendly and courteous service to the public and seeking to improve the quality and image of public service.

Members shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the entity.

Members shall disclose to appropriate authorities conditions that may be potentially disruptive or damaging to the entity's mission including waste, fraud, abuse, and corruption.

COMPETENCE AND PROFESSIONAL EXCELLENCE:

Members shall strive through personal initiative to maintain professional competence and keep abreast of professional information, emerging issues, trends and innovations.

Members shall contribute to the development of the profession through sharing of skills, ideas, and participating in networking to promote and enhance competence of the profession.

Members shall promote and support active participation in professional, educational activities and associations.

MAINTENANCE OF STANDARDS:

Members shall exhibit ethical behavior at all times. When there is reasonable suspicion as to the ethical behavior of colleagues, the member shall take appropriate steps to seek resolution. The following steps may serve as a guide:

Member should consult with a professional colleague to confidentially discuss the nature of the complaint to ascertain if the fellow member views the situation as an ethical infraction.

When feasible, the member should directly approach the colleague whose behavior is in question to discuss the complaint and seek resolution.

If the matter still remains unresolved, referral for review and appropriate action should be made to the PRIMA Board of Directors.