

ACS Code of Ethics Project

4. ACS Code of Ethics	
<p>4.1 To uphold and advance the honour, dignity and effectiveness of the profession of information technology and in keeping with high standards of competence and ethical conduct, a member must:</p>	<p><i>The numbers against clauses 4.5.1 to 4.10.9 refer to case study items in the document</i></p> <p><i>ACS_CaseStudies_final.doc</i></p> <p><i>That document also cross-references the cases back to this document</i></p>
<p>(a) be honest, forthright and impartial, and</p>	
<p>(b) loyally serve the community, and</p>	
<p>(c) strive to increase the competence and prestige of the profession, and</p>	
<p>(d) use special knowledge and skill for the advancement of human welfare.</p>	
<p>4.2 The personal commitments set out in NR4.3 and NR4.4 bind each member with regard to that member's professional conduct.</p>	<p>‘NR’ refers to ACS National Regulations</p>
<p>4.3 <u>Values and Ideals</u></p>	
<p>I must act with professional responsibility and integrity in my dealings with the community and clients, employers, employees and students.</p>	
<p>I acknowledge:</p>	
<p>4.3.1 <i>Priorities</i></p>	
<p>I must place the interests of the community above those of personal or sectional interests.</p>	
<p>4.3.2 <i>Competence</i></p>	
<p>I must work competently and diligently for my clients and employers.</p>	
<p>4.3.3 <i>Honesty</i></p>	
<p>I must be honest in my representations of skills, knowledge, services and products.</p>	
<p>4.3.4 <i>Social Implications</i></p>	
<p>I must strive to enhance the quality of life of those affected by my work.</p>	
<p>4.3.5 <i>Professional Development</i></p>	
<p>These six values and ideals are expanded as Standards of Conduct in Sections 4.5 to 4.10</p>	

ACS Code of Ethics Project

I must enhance my own professional development, and that of my colleagues, employees and students.		
4.3.6 Information Technology Profession		
I must enhance the integrity of the information technology profession and the respect of its members for each other.		
4.4 Standards of Conduct		
<p>The standards of conduct set out in these National Regulations explain how the Code of Ethics applies to a member's professional work. The list of standards is not necessarily exhaustive and should not be read as definitively demarking the acceptable from the unacceptable in professional conduct in all practical situations faced by a member. The intention of the standards of conduct is to illustrate, and to explain in more detail, the meaning of the Code of Ethics in terms of specific behaviour. The fact that a member engages in, or does not engage in, these standards does not of itself guarantee that a member is acting ethically, or unethically, as applicable. A member is expected to take into account the spirit of the Code of Ethics in order to resolve ambiguous or contentious issues concerning ethical conduct.</p>		
4.5 Priorities	Reference to Case	Comment
In accordance with NR4.3.1:		
4.5.1 I must endeavour to preserve continuity of information technology services and information flow in my care.	18, 20, 22, 23, 24, 26	
4.5.2 I must endeavour to preserve the integrity and security of the information of others.	3, 9, 16, 21, 24, 26	
4.5.3 I must respect the proprietary nature of the information of others.	1, 10, 16, 19	
4.5.4 I must endeavour to preserve the confidentiality of the information of others.	2, 3, 12, 13, 16, 21, 26	
4.5.5 I must advise my client or employer of any potential conflicts of interest between my assignment and legal or other accepted community requirements.	10, 26, 27	
4.5.6 I must advise my clients and employers as soon as possible of any conflicts of interest or conscientious objections which face me in connection with my work.	7, 8, 12, 13, 21, 22, 23, 26	

ACS Code of Ethics Project

4.6	<u>Competence</u>		
In accordance with NR4.3.2:			
4.6.1	I must endeavour to provide products and services which match the operational and financial needs of my clients and employers.	2, 4, 7, 14, 15, 17, 18, 19, 22, 23, 24, 27	
4.6.2	I must give value for money in the services and products I supply.	4, 6, 15, 23	
4.6.3	I must make myself aware of relevant standards, and act accordingly.	4	
4.6.4	I must respect and protect my clients' and employers' proprietary interests.	1, 10	
4.6.5	I must accept responsibility for my work.	6, 7, 18, 21, 22	
4.6.6	I must advise my clients and employers when I believe a proposed project is not in their best interest.	2, 10, 17, 24, 26	
4.6.7	I must go beyond my brief, if necessary, in order to act professionally.	10,17, 18, 21, 22, 23	
4.7	<u>Honesty</u>		
In accordance with NR4.3.3:			
4.7.1	I must not knowingly mislead a client or potential client as to the suitability of a product or service.	6, 8, 10, 12, 14, 17, 18, 19, 21, 22, 23, 26, 27	
4.7.2	I must not misrepresent my skills or knowledge.	1, 4, 15, 18	
4.7.3	I must give opinions which are as far as possible unbiased and objective.	5, 8, 18,19	
4.7.4	I must give realistic estimates for projects under my control.	15, 23	
4.7.5	I must qualify professional opinions which I know are based on limited knowledge or experience.	15	
4.7.6	I must give credit for work done by others where credit is due.	1	

ACS Code of Ethics Project

4.8	<u>Social Implications</u>		
In accordance with NR4.3.4:			
4.8.1	I must protect and promote the health and safety of those affected by my work.	25	
4.8.2	I must consider and respect people's privacy which might be affected by my work.	2, 3, 12, 13, 16, 31	
4.8.3	I must respect my employees and refrain from treating them unfairly.	11, 12, 13, 20, 25	
4.8.4	I must endeavour to understand, and give due regard to, the perceptions of those affected by my work.	32	
4.8.5	I must attempt to increase the feelings of personal satisfaction, competence, and control of those affected by my work.	6, 14, 25, 26	
4.8.6	I must not require, or attempt to influence, any person to take any action which would involve a breach of the Code of Ethics.	19, 21, 22, 23	
4.9	<u>Professional Development</u>		
In accordance with NR4.3.5:			
4.9.1	I must continue to upgrade my knowledge and skills.	32	
4.9.2	I must increase my awareness of issues affecting the information technology profession and its relationship with the community.	32	
4.9.3	I must encourage my colleagues, employees and students to continue their own professional development.	18	

ACS Code of Ethics Project

4.10	<u>Information Technology Profession</u>		
In accordance with NR4.3.6:			
4.10.1	I must respect, and seek when necessary, the professional opinions of colleagues in their areas of competence.	4, 11, 15, 18,19	
4.10.2	I must not knowingly engage in, or be associated with, dishonest or fraudulent practices.	6, 8, 9, 16, 19, 23, 27	
4.10.3	I must not attempt to enhance my own reputation at the expense of another's reputation.	32	
4.10.4	I must co-operate in advancing information processing by communication with other professionals, students and the public, and by contributing to the efforts of professional and scientific societies and schools.	28	
4.10.5	I must distance myself professionally from someone whose membership of the Society has been terminated because of unethical behaviour or unsatisfactory conduct.	33	
4.10.6	I must take appropriate action if I discover a member, or a person who could potentially be a member, of the Society engaging in unethical behaviour.	7, 11, 16, 17, 18, 19, 23, 27	
4.10.7	I must seek advice from the Society when faced with an ethical dilemma I am unable to resolve by myself.	17, 18, 19, 27	
4.10.8	I must do what I can to ensure that the corporate actions of the Society are in accordance with this Code of Ethics.	29, 30	
4.10.9	I acknowledge my debt to the computing profession and in return must protect and promote professionalism in information technology.	33	

