

Code of Conduct – Synopsis

Version 1.1

1 Purpose and Scope

Information Technology (IT) and the quality of IT systems are critical for the performance of basic services. This directly depends on the personal skills and moral integrity of the human beings creating and maintaining IT systems and applications as well as embedding the same into the real-world processes: **The IT Professionals**.

This Code of Conduct is designed to preserve the proper behaviour of IT Professionals towards colleagues, customers, third parties and the society. Due compliance with this Code of Conduct is compelling for every holder of the title **Expert FSIE™**.

By signing this summary, Code of Conduct - Synopsis, the Expert FSIE confirms to have read and understood the [full 14 pages version](#), agrees to the procedure defined in [Code of Conduct – Procedural Rules \(7 pages\)](#) and accepts the decisions of the FSIE Professional Council.

Disclaimer: FSIE is aware that the Code of Conduct cannot offer an appropriate solution for any and all practical issues of conduct encountered in the professional activity of Experts FSIE.

2 Definitions

2.1 Roles

Expert FSIE – The person for whom this Code of Conduct applies and who owns a title which may be used exclusively by experienced IT professionals having passed the certification and maintenance procedures of the FSIE.

Employer - is the employer, superior, supervisor, customer or contractor of an Expert FSIE.

Employee - is an employee, subordinate, auxiliary, agent or sub-contractor of an Expert FSIE.

User - is the person or organization, which owns, operates or uses an IT Artefact.

Contractor - is a bidder, tenderer, vendor or supplier for hardware or software or the provider of IT services.

Sponsor – is the requestor, employer, principal, buyer or customer of the Contractor/s.

Note that the roles of Employer, Employee, User, Contractor and Sponsor are in relation to a specific Expert FSIE acting in an IT Undertaking. The persons in those roles may also hold the title Expert FSIE.

2.2 Terms

IT Undertaking – is a project (design, development, creation, adaptation or alteration, testing, rolling-out) to develop an IT Artefact and/or the operation and maintenance of an IT Artefact in responsibility or with the contribution including advice, consulting and evaluation of an Expert FSIE.

IT Artefact - is an object designed, made or shaped by human activity that includes an executing computer program or documents its behaviour or design (including the source code and written documentation). If an IT Artefact is a self-learning system, a self-modifying system, a system that produces other IT systems in a fully or semi-automated way, then the originating IT Artefact is considered to encompass all these follow-ups.

Realisation and Time Plan (RTP) - describes the situation at the start, the purpose and scope of the IT Undertaking, its realization phases, quality standards and measurements, the acceptance test procedure, the potential risks, the contributions of all related parties as well as the price of the IT Artefacts, or the approved cost cap respectively, and/or the estimated cost of work and services, their terms and rates and the settlement procedure

Sociotechnical System - is a set of people and associated technologies (IT Artefacts and/or others) that are structured in a specific way and within a specific environment to produce a specific result from and end-to-end perspective.

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3 Professional Conduct and Behaviour

Art. 1 Extend Knowledge: *Experts FSIE* are obliged to maintain their high level of professional and personal competences by attending continuing education and having continued practice. They shall endeavour to expand the public knowledge and understanding about IT and its sociotechnical effects.

Art. 2 Act Loyal: *Experts FSIE* recognise and respect the person and the work of other IT professionals. They provide other IT professionals with all relevant documentation and *IT artefacts* in cases of handovers or delegations and do not attempt to take-over already assigned orders of others.

Art. 3 Be Responsible and Respectful to Employees: As employers, the *Experts FSIE* treat *employees* with responsibility, respect and non-discriminatory. *Employees* are supported to become *Experts FSIE*.

4 Professional Ethics

Art. 4 Respect for Society and Environment: *Experts FSIE* make best use of IT for human welfare, advancement of the *sociotechnical systems* and for the protection of the environment. They assure that a Sociotechnical Impact Assessment (SIA) is performed and documented that reveals risks for the safety, security and/or confidentiality of information as well as for the health and safety of people and proposes measures for improvement.

5 Performance of IT Work and Service

Art. 5 Work Professionally: *Experts FSIE* shall perform work and services in due, faithful and diligent compliance with the order and instructions issued by the *employer/sponsor*. In case these do not comply with generally accepted IT standards or prevailing laws or regulations, the *Experts FSIE* must propose an adaptation.

Art. 6 Due Care and Diligence: *Experts FSIE* aware of the principal statutory regulations, policies and standards of the IT artefact. They accept an order for IT work or services only upon reasonable assurance on the availability of sufficient personal knowledge, skills and experience of own and required experts.

Art. 7 Strive for Quality: It is the foremost duty of the *Expert FSIE* to produce high-quality *IT artefacts* and to inform and consult all impacted partners if

they do not meet the requirements as well as propose and implement improvements of the situation.

Art. 8 Preserve Confidentiality: *Experts FSIE* are obliged to preserve the confidentiality of internal data and information, including know-how, inventions, ideas and concepts, trade and business secrets.

Art. 9 Avoid Conflicts of Interest: *Experts FSIE* shall voluntarily and unsolicitedly inform their *employer/sponsor* of any existing obligations, intellectual property rights or commitments to third parties, such as former *employers*, which may create a conflict of interest and restriction.

Art. 10 Preserve Intellectual Property: *Experts FSIE* shall apply due care for the protection of the data, know-how, concepts ideas and inventions and of the intellectual property rights.

6 IT Undertakings

Art. 11 Create a Solid Realisation Basis: When acting as responsible for an *IT undertaking*, the *Expert FSIE* shall establish or assist the *sponsor* to establish and follow a realistic *Realisation and Time Plan (RTP)*.

Art. 12 Take Measures for IT Project Deviation: *Experts FSIE* inform the Project Sponsor about incurred or anticipated faults, delays, deviations or increased costs from the RTP occurred during the course of the IT Project. He supports the correction or mitigation of the effects of a delayed or improper realization of the IT Project. *Experts FSIE* are obliged to provide documentation sufficiently clear and detailed for other IT Professionals.

Art. 13 Be Transparent: *Experts FSIE* shall inform the *user/sponsor* about the use of devices, 3rd party *IT artefacts* or data and their terms and conditions to use them for the long-term continued and undisturbed operation of the *IT artefact*.

Art. 14 Declare Dependence: *Experts FSIE* shall inform *contractors* that, unless declared to the contrary, all information provided in a tendering procedure may be freely used. *Experts FSIE* shall refrain from accepting any benefit which may be offered by *contractors* except if explicitly authorized by employer or sponsor. *Experts FSIE* shall also refrain from enticing persons (potential customers) to disclose proprietary information or to terminate existing contract relations in order to enter into a contract.

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