Continuity Council Code of Ethics

Effective Date: November 2, 2023

1.0 Motto: Integrity, Respect, and trust in the community

1.1 Vision and Purpose

The Continuity Council represents continuity practitioners from all levels of government, non-profit organizations, and the private sector. Members uphold the Council's mission to share ideas on continuity with all practitioners and with colleagues in related fields to create a whole continuity community. The importance of continuity to ensure the fulfillment of our organizations missions creates high obligations to ensure competent, fair, and effective results.

As a continuity practitioner and member of the Continuity Council, each of us represents the community of continuity professionals. The work we do and the actions we take should give the general public confidence that as a continuity practitioner we work in an ethical manner putting the interests of others in front of our interests. We set high standards for ourselves, and we aspire to meet these standards in all aspects of our lives – at work, at home, and in service to our profession.

This Code of Ethics describes the expectations we have of ourselves and our fellow practitioners in the whole continuity community. This Code instills confidence in the continuity profession, increases public trust in our organizations, and helps an individual become a better practitioner. We do this by establishing a profession-wide understanding of appropriate behavior.

1.2 Persons to Whom the Code Applies

The Code of Ethics applies to all Continuity Council members who are actively participating in meetings and representing the organization to others.

Members who fail to observe the Code of Ethics and the Continuity Council bylaws will be subject to loss of membership.

1.3 Values that Support this Code

Continuity practitioners regularly work with confidential information and must support the interests of their organization as well as its people. They represent the continuity profession to their leadership, co-workers, and the community and must therefore uphold values which support that community and its interests. Continuity practitioners must act with integrity; build trust, respect, and communicate with others; engage the whole community; and exercise courage and endurance. Within each of these actions are integral values.

Act with Integrity

A person's sense of integrity is based on their self-awareness and sense of responsibility to those around them. For those in the continuity profession, our integrity affects the programs we support and the wellbeing of those around us.

We must be competent in our profession and continuously educate ourselves about new threats and hazards and new best practices.

We must be impartial and fair in our assessments of others' actions and abilities and we must be honest in our feedback. We must also accept responsibility for our own actions and shortcomings to better identify areas for growth.

Build Trust, Respect, and Communication

Continuity practitioners must often lead others in various aspects of their work without title or position to support them. Therefore, we must lead by building trust with workers, colleagues, and the community. We must be reliable in our promises and clear in our expectations of others.

Trust then leads to respect for our profession and our peers. We must also respect the community and understand the multitude of vantage points they bring. To show respect, we inform ourselves about the norms and customs of others; we listen to their points of view and seek to understand them.

Respect and trust then lead naturally to open and mutual communication. We must regularly collaborate with other sectors and remain transparent in our goals and best practices. We must also directly approach those with whom we may have disagreement or conflict with to resolve the issue in an open and professional manner.

Exercise Courage and Endurance

> *"It requires sustained courage to go to work day after day and take responsibility for hard decisions, attend to routine decisions, adjust to changing circumstances and deal with success, failures and well-intentioned mistakes." (Dobel, pp 58*)

To lead continuity programs, practitioners must often discuss gaps, lack of finances, and other subjects people do not wish to hear. They must motivate leadership to understand the subject's importance and take action to make improvements and enforce accountability.

We also regularly educate and share knowledge with those who may be disinterested or even reticent to participate; however, it is imperative that practitioners exercise the courage and endurance to continue in their efforts despite setbacks. We must also support each other in our efforts and share our experiences so that others may benefit from them.

Engage the whole community (inclusivity)

Continuity practitioners must engage with many types of people in their programs and treat them all with respect by acknowledging their different frames of reference and their own unique goals for themselves or their organization.

Inclusion empowers people by valuing and respecting what makes them different. By making people feel included and feeling that they are essential to an organization's success, they will be enabled to function at their full capacity and truly feel that they are part of the organization's mission. Being inclusive is what helps to create high-performing organizations where motivation and morale can thrive.

Inclusivity is also key to engaging the whole continuity community inside and outside a practitioner's organization.

References

Association of Continuity Professionals. (No Date). "Code of Ethics." https://acp-international.com/Code-of-Ethics Last accessed August 28, 2023.

J.P. Dobel. (2018). "Public Leadership Ethics: A Management Approach." New York, Routledge.

Project Management Institute. (2006). "PMI Code of Ethics and Professional Conduct.", https://www.pmi.org/about/ethics/code Last accessed August 28, 2023.