

## National Contract Management Association

### Code of Ethics

#### Section One Preamble

The Code of Ethics of the National Contract Management Association (NCMA) establishes principles for members of the contract management profession. This code is intended to create public trust and confidence in the integrity of the contract management process. The code requires members of the contract management profession to conduct themselves in such a manner as to bring credit upon the profession. All members of NCMA shall abide by the letter and spirit of this code.

#### Section Two General Obligations

**Integrity:** Members fulfill their duties without deception or misleading practices. Members actively support and encourage others in adhering to this code.

**Accountability:** Members accept responsibility for their own conduct and performance.

**Good faith:** Members conduct all business in good faith, make any required disclosures, and avoid actual or apparent conflicts of interest (whether by reason of a financial interest, family relationship, or any other circumstances).

**Professionalism:** Members make themselves knowledgeable on all aspects of the contracting profession, and apply this knowledge to the best of their ability to serve their employers,

customers, clients, business partners, and the public interest. This includes sharing one's knowledge and experience to contribute to the development of the profession. Members provide objective advice free from improper influence.

**Confidentiality:** Members protect confidential information concerning the business affairs of any present or former employer, governmental agency, business partner, or public body on which they serve.

**Compliance with laws:** Members comply with all laws and regulations governing contract management activities in all jurisdictions in which they conduct business.

**Trust:** Members conduct themselves in such a manner as to establish and maintain trust and confidence in the integrity of the contract management process.

**Respect:** Members are respectful of others in the conduct of their professional duties.

#### Section Three Obligations to the Profession

**Professional reputation:** Members avoid disparaging statements affecting the professional reputation of other contract management professionals. Members act so as to bring credit upon the profession and the association.

**Mutual accountability:** Members hold each other accountable for compliance with this code.

**Professional development:** Members keep informed of developments in the contract

management field to maintain knowledge, skill, and professional competence.

**Advancement by qualification:** Members encourage hiring and promotion within the contract management profession based upon an individual's professional qualifications.

**Professional qualifications and certification:** Members make only truthful claims concerning professional qualifications, certification status, or experience. Members use any professional certification or designation only in accordance with the practice and rules of NCMA or other certifying or granting body that granted the certification or designation.

#### Section Four Obligations to the Association

**Service:** Members offer service to the association willingly, including serving in chapter and national offices without compensation, in order to advance the profession of contract management.

**Violations:** Members report any suspected violations of this code to an official of NCMA at the appropriate level (chapter or national). Violations of this code are subject to discipline in the judgment of NCMA up to, and including, revocation of membership and certification. Members shall not retaliate in any form against anyone who raises a valid concern under this code.