

Guam Indigenous Heritage Alliance (GIHA)

Code of Conduct and Ethics

June 4, 2021

Section 1. Scope.

The Code of Conduct and Ethics (Code) applies to the following:

- Core agency representatives as members of the Alliance
- Staff affiliated with or working on behalf of the Alliance
- Network members and
- Volunteers and other representatives when speaking or acting on behalf of the Alliance.

This code is intended to reflect Gov Guam policies and procedures. It does not create any additional or different rights or duties of a substantive or procedural nature.

Section 2. Principles.

1. Values

In carrying out GIHA's mission, members of the Alliance community are dedicated to advancing the purpose and goals of GIHA and core values of the CHamoru people. These values embrace commitment to:

Ina'guaiya
Ina'famaulek
Respetu
Dinaña
Mamahlaho
Inayuda
Geftao

2. Commitment to Ethical Conduct

Alliance members must be committed to the highest ethical standards of conduct and integrity. The standards of conduct in this Code, supported through policies, procedures, and workplace rules, provide guidance for making decisions and memorialize GIHA's commitment to responsible behavior.

Section 3. Standards of Conduct.

1. Act ethically and with integrity.

- act according to the highest ethical and professional standards of conduct;
- be personally accountable for individual actions;
- fulfill obligations owed to the community and colleagues;
- conscientiously meet Alliance responsibilities; and
- communicate ethical standards of conduct through instruction and example.

2. Be fair and respectful to others.

- be respectful, fair, and civil;
- speak candidly and truthfully;
- avoid all forms of harassment, illegal discrimination, threats, or violence;
- provide access to programs, facilities, and employment; and
- promote conflict resolution.

3. Manage responsibly.

- ensure access to and delivery of proper training and guidance on applicable workplace and educational rules, policies, and procedures, including this Code;
- ensure compliance with applicable laws, policies, and workplace rules;
- review performance conscientiously and impartially;
- foster intellectual growth and professional development; and
- promote a healthy, innovative, and productive atmosphere that encourages dialogue and is responsive to concerns.

4. Protect and preserve Alliance resources.

- use Alliance property, equipment, finances, materials, electronic and other systems, and other resources only for legitimate Alliance purposes;
- prevent waste and abuse;
- promote efficient operations;
- follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls; and
- engage in appropriate accounting and monitoring.

5. Promote a culture of compliance.

(a) Expectations - Alliance members are expected to:

- learn and follow the laws, regulations, contracts, and policies and procedures applicable to Alliance activities;

- be proactive to prevent and detect any compliance violations;
- report suspected violations to supervisors or other Alliance officials; and
- ensure that reports of violations within their area of responsibility are properly resolved, including disclosure to sponsors or local authorities as appropriate.

(b) Prohibition - Alliance members are prohibited from retaliating against another community member for reporting a suspected compliance violation.

6. Preserve cultural practitioner freedom and meet responsibilities as cultural representatives.

- promote academic freedom, including the freedom to discuss all relevant matters in meetings, work sessions, public forums, and in teaching and training venues, to explore all avenues of scholarship, research, and creative expression, and to speak or write as a public citizen without prescriptive restraint or discipline; and
- meet cultural representation and spokespersons responsibilities, which means to seek and state the truth; to develop and maintain scholarly competence; to foster and defend intellectual honesty and freedom of inquiry and instruction; to respect those with differing views; to submit knowledge and claims to peer review; to work together to foster education of students and the community at large; and to acknowledge when an individual is not speaking for the Alliance.

7. Ethically conduct education and research.

- propose, conduct, and report research with integrity and honesty;
- protect people involved in research or teaching;
- learn, follow, and demonstrate accountability for meeting the requirements of sponsors, regulatory bodies, and other applicable entities;
- faithfully transmit research findings;
- protect rights to individual and Alliance intellectual property;
- ensure originality of work, provide credit for the ideas of others upon which their work is built, and be responsible for the accuracy and fairness of information published; and
- fairly assign authorship credit on the basis of an appropriate array of significant intellectual contributions, including: conception, design, and performance; analysis and interpretation; and manuscript preparation and critical editing for intellectual content.

8. Avoid conflicts of interest and commitment.

- avoid actual individual or Alliance conflicts of interest;
- disclose potential conflicts of interest and adhere to any management plans created to eliminate any conflicts of interest; and

- ensure personal relationships do not interfere with objective judgment in decisions affecting Alliance employment or the professional progress of a community member.

9. Carefully manage public, private and confidential information.

- learn and follow laws and Alliance policies and agreements regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information;
- follow document preservation and retention guidelines; and
- maintain data security using electronic and physical safeguards.

10. Promote health and safety in the workplace.

- follow safe workplace practices, including participating in applicable education sessions, using appropriate personal safety equipment, and reporting accidents, injuries, and unsafe situations;
- maintain security, including securing Alliance assets and facilities;
- report suspicious activities; and
- protect the environment, including carefully handling hazardous waste and other potentially harmful agents, materials, or conditions.

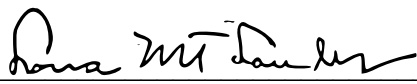
Section 4. Delegation of Authority.

The Chair or delegate shall ensure that appropriate administrative policies are maintained to support this Code, and shall effectively promulgate this Code and any related administrative policies or procedures through appropriate and periodic explanation, education, and evaluation.

The Alliance Leadership Team hereby adopts the above Code of Conduct and Ethics.

Adopted this 4th day of June 2021.

Attested:



Laura M. Torres Souder, GIHA Chairperson



Michael Lujan Bevacqua, GIHA Vice-Chairperson