

ITRC Code of Conduct Violation Reporting Process

This process outlines the steps for submitting and addressing potential violations of the ITRC Membership Code of Conduct. Any ITRC member, staff member, contractor, or participant who witnesses or becomes aware of a potential violation of the ITRC Code of Conduct should follow this reporting process.

Submitting a Violation Report

Potential violations should be reported using the "ITRC Code of Conduct Violation Report Form." This form ensures that all necessary information is captured for a thorough review. The completed form should be emailed to both the ITRC Director and the ITRC Board of Advisors (BOA) Co-Chairs.

Initial Review and Acknowledgement

Upon receipt of a violation report, the ITRC Director and BOA Co-Chairs will:

- Acknowledge receipt of the report within 5 business days.
- Conduct an initial review to determine if the reported issue falls under the purview of the ITRC Code of Conduct.

Documentation and Information Gathering

If the initial review indicates a potential violation, the ITRC Director, in collaboration with the BOA Co-Chairs, will work to properly document the complaint. This may involve:

- Requesting additional information from the reporting party.
- Gathering information from the individual(s) alleged to have violated the Code of Conduct.
- Collecting any relevant evidence (e.g., emails, documents, witness statements).

Confidentiality and Privacy

ITRC is committed to maintaining confidentiality and privacy throughout the reporting and investigation process to the extent possible and appropriate. Information will be shared on a need-to-know basis.

Investigation by the BOA

The ITRC BOA will be responsible for investigating the reported violation. The investigation will be conducted in a fair and impartial manner.

Disciplinary Action

Based on the findings of the investigation, the ITRC BOA will determine the appropriate disciplinary action, which may include a warning, suspension of membership privileges, or termination of ITRC membership. The reporting party and the individual(s) involved will be informed of the outcome.

Record Keeping

ITRC will maintain records of all reported violations and their resolutions in a confidential manner.

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ITRC Code of Conduct Violation Report Form

Please complete this form to report a potential violation of the ITRC Membership Code of Conduct. Submit the completed form via email to the ITRC Director and the ITRC BOA Co-Chairs.

Date of Report:

Your Information

Your Name:

Your Affiliation:

Your Email Address and Phone Number:

Information About the Potential Violation

Name(s) of the Individual(s) Alleged to Have Violated the Code of Conduct (if known):

Date(s) and Time(s) of the Incident(s):

Location of the Incident(s) (e.g., ITRC meeting, virtual event, email communication):

Specific Section(s) of the ITRC Code of Conduct Believed to Have Been Violated:

☐ Endorse, promote, or disparage a company, product, technology, or any other entity while participating in an ITRC event.

☐ Abuse access to the contact information of any and all ITRC members for the purpose of commercial use, marketing, advertising, or solicitation.

☐ Use images of ITRC members in promotion of your products, company, product, technology, or any other entity without their consent.

☐ Engage in harassment or discriminate on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, age, or disability.

☐ Failure to follow ITRC's Terms and Conditions as well as all applicable copyright requirements, and submit permission documentation.

☐ Failure to maintain high standards of integrity and professional conduct, be conducive to reaching team consensus, and be respectful and courteous to other ITRC members and staff.

☐ Other (Please specify):

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Detailed Description of the Potential Violation. Please provide a clear and concise description of what occurred, including who was involved, what was said or done, and any relevant context. Attach any supporting documentation (e.g., emails, screenshots) if available.

Witnesses (if any): Please provide the names and contact information (if known) of any individuals who may have witnessed the incident(s).

Have you discussed this issue with anyone else within ITRC? If yes, please provide their names and contact information here.

Is there any other information you believe is relevant to this report?