



**X12 Corporate Administrative
Policy and Procedure**

X12 Code of Conduct

(CAP21)

X12 Code of Conduct

1 Introduction

The X12 Board of Directors (Board) is responsible for this policy and associated procedures.

Members agree to be bound by these policies and to follow the associated procedures as a condition of membership. Non-member participants afforded specific collaboration privileges agree to be bound by these policies and to follow the associated procedures as a condition of those privileges.

Suggestions for improvements to this document are welcome. They may be submitted at <http://changerequest.x12.org>.

2 Authority

The corporate rules of order and standing rules detailed herein supplement the **X12 Bylaws (CAP01)**. The Bylaws prevail in the case of any inconsistency.

The corporate rules of order and standing rules defined herein may be augmented by detailed or more restrictive committee or subordinate group instructions, published in documents identified with the X12 subcommittee's intended prefix; however, such instructions shall not duplicate, supersede, contradict, countermand, or overrule the corporate rules of order and standing rules defined herein. The corporate rules prevail in the case of any inconsistency.

3 Background

X12 Member Representatives, X12 Directors, X12 Staff, and all non-member participants, herein collectively referred to as participants, are expected to do the right thing in each situation, including following the law, acting honorably, and treating each other with respect. This Code of Conduct shall govern all participants during formal X12 activities and social activities that occur during any X12 meeting, whether formal or informal.

Each participant shall always be responsible and accountable for their actions or, when appropriate, their inactions. In addition, participants should do their part to protect the civility of discussions and other interactions between other participants, including taking action to stop behaviors in violation of this Code of Conduct when it is safe and possible to do so.

4 Civility

Participants shall always treat each other with dignity and respect. Abusive, demeaning, humiliating, or intimidating behavior is not acceptable and will not be tolerated. Profanity, name-calling, and physical intimidation are likewise not appropriate and will not be tolerated. All participants shall strive to ensure an environment that encourages the free expression and exchange of ideas.

Participants shall afford professional treatment to all their colleagues, regardless of gender, race, ethnic and national origin, religion, age, marital status, sexual orientation, or disability.

5 Harassment

Harassing behavior which creates a hostile environment for another participant shall not be tolerated. Such harassment includes but is not limited to the following: verbal harassment (e.g., comments that are offensive or unwelcome, including epithets, slurs, and inappropriate teasing), nonverbal harassment (e.g., obscene gestures; distribution, display, or discussion of inappropriate written or graphic material or material that ridicules, denigrates, insults, belittles, or shows hostility or disrespect toward an individual or group), threatened unwelcome physical contact, or actual unwelcome physical contact.

6 Sexual Harassment

Sexual harassment of any type shall not be tolerated. Sexual harassment is defined as unwanted conduct of a sexual nature, regardless of whether the conduct is overt or obscure. Sexual harassment may be related to demands or requests for sexual favors or to any unwelcome sexually inappropriate behavior that creates an offensive, hostile, or unpleasant environment. Sexual harassment can result from a single egregious act, a repetitive egregious act, or a pattern of egregious acts.

Sexual harassment can include verbal sexual harassment (e.g., innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks), nonverbal sexual harassment (e.g., the distribution, display, or discussion of sexually oriented written or graphic material), or physical sexual harassment (e.g., unwelcome, unwanted, unrequested, or uninvited physical contact).

7 Bullying

Bullying, whether individual or because of group behavior, disrupts the collaborative nature of X12 discussions and shall not be permitted. Exercising appropriate authority, directing the work of others pursuant to their job responsibilities, and respectful scientific debate are not considered bullying behaviors.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, humiliates, or sabotages the work of people, either as individuals or as a group. Bullying behavior is often aggressive, persistent, and part of a pattern, but it can also occur as a single egregious incident. Examples of bullying behaviors include, but are not limited to, verbal bullying (e.g., threatening, slandering, ridiculing, or maligning a person; making abusive or offensive remarks), physical bullying (e.g., pushing, poking, assaulting, threatening assault, or damaging a person's work area or property), or gesture bullying (e.g., nonverbal threatening gestures).

8 Enforcement

The Board takes violations of this Code of Conduct very seriously, including intentional and unintentional breaches. Any member who believes the Code of Conduct has been violated shall report such violation to the Executive Director at ExecDir@x12.org or the Board Chair at BoardChair@x12.org. When possible, the confidentiality of the reporter shall be maintained.

Upon such an allegation, the Executive Director and Board Chair shall determine whether there is any question that the reported behavior may be criminal, if so the matter will immediately be turned over to appropriate law enforcement officials. Otherwise, the Executive Director and Board Chair will use due diligence to investigate, corroborate, or verify the behavior to the extent possible. Recognizing that there may or may not be neutral witnesses to the behavior, it may be necessary to consider patterns and past behavior when conducting this evaluation. At the least, the participant whose behavior has been reported shall be notified of the complaint and counseled on any necessary behavior changes. Depending on the severity of the offense(s), and the willingness of the participant to adjust their behavior in the future, the participant's eligibility for particular X12 activities may be restricted or revoked.

X12 will not tolerate retaliation of any kind against anyone who reports a possible violation of this Code of Conduct or against anyone who cooperates in such an investigation.

9 Document History

Revisions to this document are effective when approved, unless a specific effective date is included in the approval.

02/21/17	CAP21v1 - Initial version