



Policy TITLE:	Ethical Conduct of TNI Members
Policy NO.:	1-102
REVISION NO:	0.3
Program	Administration

Committee Approved Date:	7/7/2017
Policy Committee Reviewed Date:	NA
TNI Board of Directors Endorsed Date:	7/12/2023
Policy Effective Date:	7/7/2017

I. PURPOSE AND APPLICABILITY

This policy establishes the basic obligation of TNI members to the Institute and contains general ethical principles.

This policy applies to TNI members acting on behalf of TNI, including members of the TNI Board of Directors, committees, subcommittees, and task forces, and any person employed by or acting as a contractor to TNI. TNI programs may augment this policy with additional provisions but may not supersede any part of it.

II. RELATED DOCUMENTS

Policy 1-101, Conflicts of Interest
 Policy 1-107, Membership Code of Ethics
 Standards of Ethical Conduct for Employees of The Executive Branch, 5 CFR 2635

III. BASIC OBLIGATION

Each person acting on behalf of TNI has a responsibility to the Institute to place loyalty to ethical principles above private gain. To ensure that all TNI members and users of TNI services and products have complete confidence in the integrity of the institute, all persons acting on behalf of TNI shall respect and adhere to the principles of ethical conduct contained in this policy as well as any supplemental principles contained in individual TNI program policies.

All persons acting on behalf of TNI shall endeavor to avoid any actions that violate, or create the appearance of violating, the ethical principles described in this policy.

IV. GENERAL ETHICAL PRINCIPLES

Persons acting on behalf of TNI:

Ethical Conduct for TNI Members

1. Shall not hold financial interests that conflict with the conscientious performance of their duties.
2. Shall not engage in financial transactions using private TNI information or allow the improper use of such information to further any private interest.
3. Shall not solicit or accept any gift or other item of monetary value over \$100 from any person or entity seeking official action from, doing business with, or conducting activities regulated by TNI, or whose interests may be substantially affected by the performance or nonperformance of a TNI agent.
4. Shall put forth an honest effort in the performance of their duties.
5. Shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the institute, or any party acting on behalf of TNI.
6. Shall not use their position or authority within TNI for private gain.
7. Shall act impartially and not give preferential treatment to any organization or individual.
8. Shall protect and conserve TNI property and shall only use it for authorized activities.
9. Shall not seek or negotiate employment, while they are acting on behalf of TNI which would conflict with their duties and responsibilities within TNI.
10. Shall follow all laws and regulations that provide equal opportunity to all persons regardless of race, color, religion, sex, national origin, age, or disability.

Policy Approved Changes

Revision No.	Effective Date	Description of Change
0	8-8-07	
0.1	3-16-12	Updated format.
0.2	9-27-17	Added reference to Policy 1-107. Revised IV 3 to include \$100 value.
0.3	7-7-23	Five-year review. Minor editorial changes.