

Serving as a member of the **IMEC Recognition Program Board of Examiners** provides unparalleled professional development supported by training in the Baldrige Excellence Framework®, our nation's standard of excellence. Examiners gain leadership skills and business acumen, while helping drive enterprise excellence in Illinois. Service as an examiner offers access to an extensive network of quality professionals, as well benchmarking and growth opportunities, and exposure to best practices across a wide range of industries.

Appointments

Examiners are appointed by the Recognition Program to serve on the Board of Examiners for one recognition cycle (April 2021 to October 2021). Appointments are subject to these Program Guidelines and the Code of Ethical Standards.

Duties of Examiners

Examiners review, comment upon, and score written applications and prepare Feedback Reports for applicants. The role of an examiner includes mandatory participation in consensus meetings and site visits. Board members contribute significantly to the Recognition Program process by serving as representatives for the program.

Code of Ethical Standards

Board of Examiner members are expected to carry out their duties and responsibilities in the award program in accordance with the Board of Examiners Code of Ethical Conduct Principles.

Members of the Board of Examiners for the IMEC Recognition Program pledge to uphold their professional principles in the fulfillment of their responsibilities as defined in the 2021 Examiner Application document.

Four principles are the foundation of the Code of Ethical Conduct. These principles empower examiners to make effective decisions with great confidence.

Principle 1: **Protect the Integrity of the Award Process**

Examiners will make sound decisions related to conflicting or competing interests, as well as do their part to ensure that all applicants are evaluated consistently. Violations of this principle include, but are not limited to, the following examples:

- › Approaching an organization they have evaluated for personal gain or accepting employment from an organization they have evaluated within five years of the evaluation
- › Using information gained from sources other than the award applicant, such as information gathered from the press, websites, social media, examiners, or any other outside sources
- › Intentionally communicating false or misleading information that may compromise the integrity of the award process or decisions therein

Principle 2: Exhibit Professional Conduct at All Times

Examiners will conduct themselves professionally, guided by truth, accuracy, fairness, respect, and responsibility in all their interactions. Violations of this principle include, but are not limited to, the following examples:

- › Sharing their number of years of service as an examiner or promoting/advertising their services while performing as an examiner
- › Independently giving feedback to applicants regarding scoring or overall performance
- › Using IMEC/Baldrige Program/Award logos in advertising or promotion.
- › Failing to respect the climate, culture, and values of organizations being evaluated when participating in site visits

Principle 3: Protect the Promise of Confidentiality

Examiners will safeguard the confidences of all parties involved in the judging or examination of present or former applicants so that the integrity of the IMEC Award or award process is not compromised. Violations of this principle include, but are not limited to, the following examples:

- › Disclosing information about the applicant to anyone other than the examiner's team, the judge involved in the examination, or the IMEC staff members involved in the examination during or at any time after the review process
- › Copying applicant information of any kind. Note: Copying information from inside the IMEC Program's encrypted, secure database to other documents within the database is permitted as necessary
- › Retaining applicant information beyond the Consensus Review (or Site Visit Review, if applicable)
- › Communicating applicant information through e-mail, social media, or any other electronic or written means outside of the IMEC Program's secure database
- › Communicating applicant information via cell phone, VOIP, or wireless devices unless authorized by the applicant
- › Using or adapting applicant information subsequent to the review process, unless the information is publicly released by the applicant
- › Communicating directly with the applicant during site visits about matters other than verifying and clarifying information in the consensus scorebook, unless the examiner is the team leader or backup team leader
- › Requesting/reviewing individual customer, stakeholder, or workforce member data and information during the Site Visit Review process

Principle 4: Protect the Program's Intellectual Property

Examiners will make sound decisions related to the use of IMEC Program materials, trademarks, logos, and information contained within the program's website. Violations of this principle include, but are not limited to, the following examples:

- Establishing links from their own website to the program website without making it clear that users will be taken to another websites
- Failing to acknowledge the use of trademarks,

Furthermore, members of the Board of Examiners enhance and advance the IMEC Recognition Program as it serves to stimulate Illinois organizations to improve quality, productivity, and overall performance. All board members pledge to abide by this Code of Ethical Conduct.

Disclosure of Conflict of Interest

Those selected to serve on the IMEC Recognition Program Board of Examiners must provide information regarding conflicts of interest. Potential conflict of interest includes, but is not limited to employers, significant ownership, financial interests, client relationships, and affiliations that may present or seem to present a conflict of interest to the examiner’s ability to impartially fulfill his/her program duties. Notify the award office of ANY potential conflict of interest as soon as possible after assignment to an applicant. Such information will be kept confidential.

Direct questions and concerns to the IMEC Recognition Program Manager:

Holly Bender

hbender@imec.org

309-235-5204

www.imec.org/excellence

I agree to abide by the Code of Ethical Standards & Conduct if I am selected to serve on the 2021 IMEC Recognition Program Board of Examiners.

Printed Examiner Applicant Name

Examiner Applicant Signature

Date

Please scan and email a signed copy of this page to hbender@imec.org.