

Code of Ethical Conduct

The following Rules of Conduct are established to maintain the confidentiality of all Award application information, including the identity of applicants, and to preserve fairness in the examination process. The rules pertain to the entire Board of Examiners, including Judges, Senior Examiners, Fellows, and Examiners.

1. All information about the applicant and the applicant's business/organization gained through the evaluation process shall be treated as confidential, and the following precautions shall be taken:
 - a. Applicant information shall not be discussed with anyone, including other Examiners, with the exception of designated team members or Judges, the Award Administrator, and CAPE representatives. This includes information contained in the written application, as well as any additional information obtained during a Site Visit.
 - b. Names of applicants shall not be disclosed during or after the application review process.
 - c. No copies of application information shall be made or retained.
 - d. No notes pertaining to the application shall be retained.
 - e. No discussions mentioning applicant identities are to be held via voicemail or e-mail.
 - f. No applicant information may be adapted and used subsequent to the review process, unless the information is publicly released by the applicant (for example, at the annual CCE conference).
2. Each Examiner is responsible for *personally* and *independently* scoring all assigned applications.
3. Examiners *shall not* communicate with the applicant organizations or in any manner seek additional documentation, information, or clarification. This includes internet searches. If questions arise, CAPE should be contacted.
4. Examiners *shall not* at any time (during or after the evaluation cycle) independently give feedback to applicants regarding scoring or overall performance (Senior Examiners and Judges may be asked to participate in a CAPE Executive Briefing with the applicant after judging is completed; these briefings have a formal required structure and guidelines).
5. Examiners advising or participating with an organization in the preparation of an Award application *shall not* reveal or discuss that participation with other Examiners either during the training or application review phases.
6. Upon completion of the Examiner Training Course, members of the Board of Examiners may use the following designations: Member of the Board of Examiners, California Awards for Performance Excellence (CAPE), <year of training>. However, a Board member may not use the CAPE logo in any advertising, promotions, or business cards. Only Trained Examiners who have completed service through a CAPE Award cycle may use the designation "Certified CAPE Examiner".
7. Examiners shall never approach an organization they have evaluated for their personal gain, including the establishment of an employment or consulting relationship.
8. If approached by an organization they have evaluated, Examiners shall not accept employment from that organization or enter into a professional relationship with the applicant (i.e. consultant, supplier, regulator or any other relationship that may be perceived as a conflict of interest), for a period of one year after the evaluation, calculated from January 1 of the year following the evaluation cycle.
9. During the consensus and Site Visit processes, Examiners must maintain a professional working environment that promotes respect for the Award applicants, their employees, and all members of the Examiner Team.
10. When participating in a Site Visit, Examiners must respect the climate, culture, and values of the organization being evaluated.

