

Code of Ethics for Education Abroad (2011)

SELECTED TEXT WITH HIGH FACULTY RELEVANCE

4. Best Practices

Identifying and adopting relevant best professional practices such as the following can assist organizations & institutions in enhancing and improving their education abroad activities & processes:

- a. Undertaking reasonable steps to be informed of and to comply with applicable home and host country law;
- b. Avoiding arrangements that violate laws or accepted business practices of the home or host country in programming and execution;
- c. Establishing and maintaining reasonably safe conditions for living, working and studying abroad and informing participants of conditions beyond the institution's or organization's control;
- d. Maintaining clear environmental standards;
- e. Making available, as appropriate, up-to-date written protocols, policies, procedures and job descriptions;
- f. Exercising due diligence in cost control and adopting clear and responsible billing procedures for program participants;
- g. Establishing and making known protocols concerning records creation (including electronic formats), as well as what information will be collected and recorded, how and by whom that information may be used, how long it will be kept, and how it will be disposed;
- h. Maintaining sufficient financial resources to meet the obligations and exigencies of each program and making reasonable provisions for handling unanticipated obligations;
- i. Enforcing guidelines on research by participants consistent with home institutional protocols for conducting research, including human subject research, as well as any additional requirements of the host country;
- j. Taking, but not limited to, the following steps on behalf of employees:
 - i. Adopting and following hiring policies that conform with the context of the laws of the home and host societies in a manner designed to assure a fair and qualified pool of applicants;
 - ii. Providing employees and education abroad program directors with appropriate training relevant to their responsibilities;
 - iii. Providing a safe working environment;
 - iv. Fostering an environment of respect for all employees;
 - v. Being sensitive to diversity issues, needs, and responsibilities;
 - vi. Not tolerating sexual harassment or other harassment of employees
 - vii. Providing employees and participants access to a process for reporting a grievance or perceived internal wrongdoing without fear of reprisal;
 - viii. Maintaining and making available a clear, written non-discrimination policy;
 - ix. Not unlawfully discriminating in employment or admissions on the basis of race, color, religion, sex, sexual orientation, marital status, national origin, age, ancestry, familial status, or on any other unlawful basis.
 - a. Host society laws and community attitudes on discrimination should be taken into account in program planning and site selection;
 - b. Participants should be advised where home and host country legal, societal or cultural expectations differ in ways that could threaten their well-being or safety.
 - x. Supporting, protecting and insuring against liability for employees acting in good faith in the execution of their responsibilities.