



**Colorado Emergency Management Association
Code of Professional Conduct
v2.11.26**

Each CEMA member in good standing has a continuing duty to adhere to the principles and tenets of the CEMA Code of Ethics and Professional Conduct. This obligation of CEMA membership extends to all members participating in CEMA business, activities, and/or events, as well as to all individuals, regardless of membership status, who have been awarded the Colorado AEM (CO-AEM) or Colorado CEM (CO-CEM) professional certification issued by CEMA. The duty to adhere to the Code mandates that the member will act prudently and responsibly beyond the requirements of law and codes.

PREAMBLE

The CEMA Code of Professional Conduct seeks to address a range of issues that impact emergency management professionals in their day-to-day work. Maintenance of public trust and confidence is central to the effectiveness of the Emergency Management Profession. This Code aims to ensure and justify public trust and confidence in the services provided by members.

PRINCIPLES

The members of CEMA shall conduct themselves in accordance with the basic principles of respect and professionalism.

- **RESPECT**

Respect for supervising officials, professional colleagues, associates, and the people we serve through compliance with the laws, regulations and recognized

- **PROFESSIONALISM**

CEMA is an organization that actively promotes professionalism to ensure public confidence in Emergency Management. Emergency Managers' reputations are built on the faithful discharge of occupational duties as professionals.



CEMA Code of Ethics and Professional Conduct

All participants of CEMA, including those holding the CEMA certifications, are expected to at all times while participating in: CEMA events, conferences, conventions, virtual programs, webinars, or other activities- treat their fellow members and professionals within the emergency management community with the utmost dignity and respect and to adhere to the policies of CEMA as adopted by its Board of Directors from time to time, including, but not limited to the CEMA Data Use Policy; the CEMA Non-Discrimination and Anti-Harassment Policy; and the CEMA Record Retention Policy.

1. Abuse of Membership: Members shall not improperly use their membership in the CEMA for commercial or personal gain.
2. Confidentiality: Members shall not improperly or without prior written authority disclose or disseminate any information, data or documents that may reasonably be considered to be confidential or proprietary to CEMA, its officers, directors or other members or which may be prejudicial, confidential or proprietary to the business of any present or past employer or client of an CEMA member. The duty to maintain the confidentiality of such information, data or documents is also of critical importance within the business of many CEMA's groups, including, but not limited to the Board of Directors, standing committees, caucuses, ad hoc committees, commissions. The business of and discussions conducted in such CEMA group meetings should be treated as strictly confidential, only being shared with non-participants upon the completion of any action taken and the written approval of the group to such disclosure. Confidential information, data and documentation of CEMA and its various groups should be communicated to outside parties only by authorized CEMA staff.
3. Conflict of Interest: Members shall avoid their professional judgment being influenced by any conflicting interest and shall inform their employer, or client, of any real or potential conflict between their own personal interest and their service and professional obligations to the relevant party. When conducting CEMA activities, CEMA members, officers and agents shall act in the best interest of CEMA at all times and shall avoid activities resulting in actual or implied personal gain in keeping with the highest standards of ethics and professionalism.
4. Financial Propriety: Members shall maintain financial propriety in all their professional dealings with members, partner organizations, sponsors, and contractors. Any inducements which are in breach of contractual or moral obligation(s) should be avoided.
5. Legal Requirements: Members must abide by the legal and regulatory requirements relating to their practice, and practitioners have a duty to make themselves aware of the applicable legal and regulatory requirements for the communities in which they practice.



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6. Objectivity: Members called to give an opinion in their professional capacity shall be honest and, to the best of their ability, objective and reliable. Objectivity and reliability are based on the best current available knowledge, or in the absence of such knowledge, reference to appropriate emergency planning and management principles.
 7. Professional Reputation: Members shall at all times treat other members of CEMA and CEMA (the entity), with respect, professionalism and fairness, and at no time undermine their or its integrity, reputation, and dignity. Members will at all times seek to work with one another in a professional, cooperative, and productive way.



Code of Ethics and Professional Conduct Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or reasonably believe they have witnessed such conduct should submit their concerns in writing to president@cemacolorado.com or vp@cemacolorado.com

The process is:

1. Upon receipt, the complaint shall be reviewed for completeness and to ensure that it states a valid and good faith claim under the Code of Professional Conduct, CEMA Bylaws, or other CEMA Board-approved policy.
2. The CEMA President, Vice President, or designee shall confirm receipt and acceptance of the complaint to the Complainant and provide a complete copy of the same, along with submitted supporting documents to the party against whom the complaint is directed (Respondent). Any Complainant or Respondent that is currently serving on the CEMA Board of Directors must abstain from Board duties as they specifically relate to this process until the final decision of the CEMA Board has concluded. The Board member may continue to serve on the Board in normal capacity while the process carries on.
3. The Respondent will be provided with thirty (30) days from the date of the written notice to submit to the CEMA President, or Vice President, or designee a detailed written response to the complaint.
4. Upon receipt of the Respondent's written response to the complaint, the CEMA President, or Vice President, or designee will promptly forward both the complaint and the response and all submitted supporting documentation to a hearing panel selected by the CEMA President. Should the CEMA President be the Complainant or the Respondent, the Vice President will oversee the remaining CEMA Board of Directors as they select the panel.
5. If either party requests a hearing on the matter, the hearing will be scheduled within sixty (60) days of the receipt of the Respondent's answer to the complaint,
6. Upon conclusion of the hearing, the assigned panel members shall convene to determine whether a violation of the Code of Professional Conduct or the CEMA Bylaws or other CEMA-adopted policy as stated in the complaint, has occurred.
7. Within thirty (30) days of the conclusion of the hearing; or if no hearing was requested, within sixty (60) days of the panel's receipt of the complaint, response and supporting materials, the panel's decision shall be issued in writing to the CEMA President, or Vice President, or designee to be promptly communicated to the parties.
8. In the event that the assigned hearing panel finds that a violation has occurred, it shall include as part of its written finding a recommendation only as to the nature of



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- the discipline it reasonably deems may be appropriate in light of the allegations and panel findings.
9. Within ten (10) days of issuance of the hearing panel's findings and recommendation(s), a complete copy of the same shall be provided to the CEMA Board of Directors for its consideration and final decision. Should the CEMA President be the Complainant or the Respondent, the Vice President will oversee the remaining CEMA Board of Directors for its consideration and final decision.
 10. Retaliation against an individual for reporting a perceived incident or for participating in an investigation of a claim is a serious violation of this policy and, like the prohibited behavior itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.
 11. False and malicious complaints (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action, including, but not limited to, suspension or termination of membership, removal from office in the case of an CEMA officer or director, removal from a volunteer leadership position such as a committee chair, or revocation or suspension of the privilege of attending or participating in CEMA events or activities.

Approved by the CEMA Board of Directors On February 11th, 2026.