

Code of Conduct: SWB Volunteers

Thank you for being part of our SWB community. To ensure the best possible experience, we have established guidelines for SWB volunteers.

By joining SWB, you agree that you have read and will follow the rules and guidelines set forth below. Questions about SWB should be directed to our Volunteer Management committee. Technical questions should be sent to the SWB Business Consultant.

Please take a moment to read through these important guidelines. In order to preserve a climate that encourages both civil and fruitful dialogue, SWB reserves the right to suspend or terminate membership for those who violate these rules.

SWB Volunteer Code of Conduct

SWB volunteers should be professional, honest, and impartial; communicate effectively and clearly; maintain confidentiality; and never accept any forms of payment or remuneration (other than travel expenses, room and board, and hospitality) except those which are agreed to be covered by the client on a case-by-case basis.

We ask that SWB volunteers follow these guidelines:

Be professional

- Be respectful of the clients and of other SWB volunteers who you work with on projects, both in action and communication, and be comfortable working on collaborations or in groups with other SWB volunteers.
- Ensure that SWB projects that you participate in are completed in a timely manner. If there are issues with timely project completion, make sure to communicate with the client and any other SWB volunteers who are involved in the project, or contact the SWB Business Consultant if necessary.
- Use statistical methods and approaches that are suitable for the projects at hand. Return well-written and clear results to the clients. Send only those analyses to the clients that would be acceptable to be peer reviewed.
- Do not volunteer for a project if you have a moral objection to it, or if you are certain that you do not possess the knowledge necessary to fulfill the request.
- Disclose any potential conflicts of interest before starting on a project. Do not participate in a project if there is an identified conflict of interest.

Be respectful

- The clients have worked on their projects before involvement with SWB. Please respect the amount of work that they have put into their projects. Do not insult the clients or become involved with any project that you are opposed to.

Ensure good and timely communication

- Clearly state all options for statistical analyses and work with the clients to select analytic approaches that ensure a well-researched and analyzed result. If there are multiple SWB volunteers involved in a project, clearly present each member's role in the project to the clients so that there are no misunderstandings about which members will be working on various sections of a project.
- Ensure that all communication with the clients and any other SWB volunteers who are involved in the project are dealt with in a timely manner. When working on a project or committee, volunteers should do their best to respond or acknowledge receipt of communication within 24 hours.

Report honestly and maintain impartiality/neutrality

- Report honestly on the quality of the data and results to the clients.
- Be transparent about the strength of the data collected and the evidence, fully disclose any negative results, and do not cherry-pick from the supplied data to bolster the wants of the clients.
- Make sure to maintain an impartial and neutral approach to a project at all times. Do not volunteer to work on a project if you hold a fixed opinion on what the results should show. Please note that this is not the same as being well acquainted with the subject area under analysis.

Confidentiality

- All SWB volunteers should maintain professional confidentiality standards when working on a project.
- Do not discuss the project details to an inappropriate level or share data without the express permission of the clients.

Reproducibility and sharing

- Supply a full explanation of the analyses performed for a project, with sufficient detail that another statistician could determine what was done and reproduce it if needed.
- Make sure to include necessary and relevant citations in any written reports supplied to the clients.
- Recognize that analyses will be used in further papers or written articles and most likely shared beyond SWB.

Legality

- SWB volunteers should comply with all laws in their jurisdictions about data gathering and sharing.

Remuneration

- SWB does not accept remuneration or payment of any kind other than for previously established expense reimbursements per the project engagement agreement. SWB

volunteers must refuse any offers of recompense for their work on a project. If there is any uncertainty about remuneration, please contact the SWB Business Consultant.

- Any analyses that SWB volunteers perform should be done without profit as a motive.

Publications

- SWB volunteers and clients should communicate clearly about the possibility of publication involving the results of an SWB project. Specifically, SWB volunteers must have written permission from the client to publish analysis results. Similarly, clients must obtain written approval of each SWB volunteer prior to publishing their names in a publication.