

CHARTER OF ETHICS IN STATISTICAL PRACTICE



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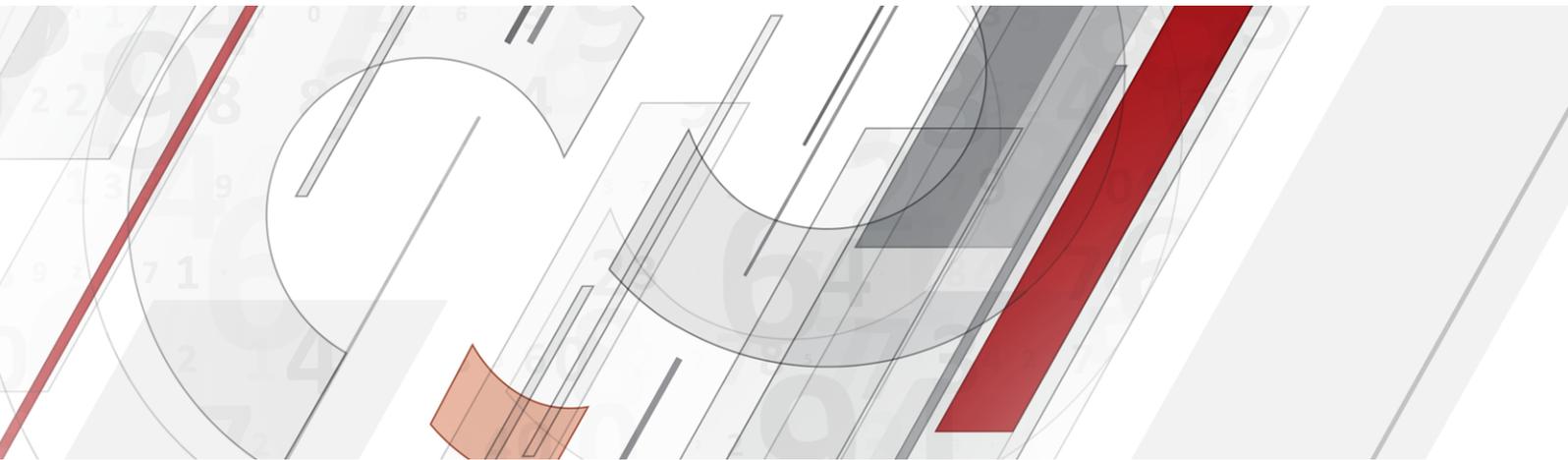
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مركز الإحصاء
STATISTICS CENTRE



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Using and, controlling the document

This charter lays the ethical foundations supporting the statistical work in the emirate; they are developed in consistency with the best statistical standards and practices and, encourage the mastering and excellence of statistics.

The main objective of the code of conducts for statistical work practice is implementing the best statistical practices and values of the statisticians, it is mainly concerned with strengthening the basis of the statistical process through providing comprehensive guidelines to control and organize these behaviors; it acts as a tool for offering advice and guidance, the charter will work on improving the credibility of statistical data as well as, enhancing the individuals and institutions' trust in the statistical system of Abu Dhabi.

The charter aims as well, at laying the ethical foundations for all statistical functions and tasks and providing a set of values in addition to, ensuring the availability of professional education amongst the employees which will in turn lead to educating the employees throughout the center and, highlighting their professional responsibilities and tasks as well as, their role in improving the quality of the statistical work.

This document has been revised in light of the Declaration of Professional Ethics developed and adopted by International Statistical Center in 1985, for laying approved solid ground for statistical work and clarifying the responsibilities towards the community, users and participants, from this point SCAD has adopted this code of conduct of statistical work practice, calling upon all partners in the statistical field to abide by the ethics of practicing statistical work included in this charter when performing any task.

Usage and control of this document

1. All SCAD employees are to abide by the terms and conditions of this document.
2. This document falls within the responsibilities of Human Resources Department, hence all relevant inquiries and issues are to be directed to manager of Human Resources Department.
3. This document has been approved by the Director General, the Executive Manager of Strategy and Organizational Excellence sector and, the Executive Manager of Technical and Administrative Support Sector, therefore it is prohibited to introduce any modifications to the terms and conditions of this document without the approval of the above mentioned concerned parties.
4. "Only reading" access is permitted to all users in order to prevent any unauthorized modifications.
5. In order to ensure access to the current issue, the approved copy of this charter is made available at the documents center of SCAD internal web by the Organizational Excellence Department.
6. Upon printing any copy of this document, it could be in an "uncontrolled" status so there is no guarantee that the guidelines included in the printed document are the actual ones to be followed hence, it is recommended to refer to the Organizational Excellence Department and rely on either; the approved copy or the unchangeable electronic one.
7. The Organizational Excellence Department is assigned the responsibility of updating the backup copies of this document, taking into consideration the consistency of the updating procedures of the documents warehouse with the procedures followed, regarding the business data within SCAD.
8. If there is a need for adding, deleting or modifying any part of this document by any user of this charter, the manager of Organizational Excellence Department is to be officially addressed through the direct manager, while identifying the proposals and justifications for the required modification.
9. Upon introducing any modification related to this document, the manger of Organizational Excellence Department is to work in coordination with the person applying for the modification request and review it; in case it is found appropriate the document is to be updated after obtaining the required approvals. The procedures on developing policies or modifying existing ones, fall within the responsibilities of "Developing and Updating Policies" department affiliated to the Organizational Excellence Department included in "Strategy, Governance and, Control" within the manual of Standard Operating Procedures.
10. This document is to be saved in consistency with SCAD policy of saving and archiving documents.

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Document scope

This charter is to be applied to all SCAD staff and employees

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Objectives of the charter

1. Boosting the ethical values for cadres within the statistical field as well as, laying the ethical basis for practicing statistical work in Abu Dhabi.
2. Developing the best international practices and, enhancing general trust in the statistical system in the emirate.
3. Providing an approved policy based on the best ethical values for practicing the official statistical work in Abu Dhabi, the charter is to identify the roles and responsibilities of participants in the statistical work in the emirate.
4. Identifying the expected behaviors from SCAD employees and, the participants in the statistical work in the emirate as well.
5. Developing the key standards, rules and bases governing the behaviors of participants in the statistical work in Abu Dhabi including data collection, processing and dissemination, in addition to documenting data sources, confidentiality, privacy as well as the ethics of dealing with partners, data users and providers.
6. Providing clarifications and explanations for several items of law no. (7) of 2008 on the establishment of SCAD thus, contributing to the achievement of the desired objectives of this legislation and, gaining the trust of the community in the official statistics while maintaining this trust.
7. This charter is to present an appropriate framework for the best behavioral practices of all statistical units in all departments and entities in order to, produce accurate statistics of high credibility in consistency with the best global standards applied in this field.

Professional ethics of statisticians

There are several laws and legislative authorities governing SCAD employees who are expected, at all times to abide by the professional ethics and laws as well as, all current government rules and regulations. In case any item of the code of conduct is considered contradictory to the governing law, the latter is to be applied.

International Statistics Institution developed a definition for professional ethics of statisticians in 1975 which was approved and declared in 1985, it was then reviewed and approved in 2010.

It aims at boosting the professional ethics and common tasks as a guiding tool in addition to, the rules and regulations.

International Statistics Institute has adopted the declaration as a proof of the members' interest in these issues as well as, their approval in order to boost knowledge and interest in professional ethics amongst statisticians all over the world.

The Declaration aims at maintaining professional values through providing a manual on the statisticians' best practices within four main aspects:

1. Commitment to the community.
2. Commitment to officials, dealers and the government.
3. Commitment to fellow workers.
4. Commitment to participants.

5.1 Commitment to community

5.1.1 Broadening the scope of statistics

Statisticians are to make use of the advantages of opportunities and capabilities available to them in order to broaden the scope of statistical work and, present its findings to benefit the community.

5.1.2 Commitment to objectivity

Statisticians perform their work within the framework of the systems of existing values in their communities and institutions, they are to be committed to their professional integrity excluding any fear, bias or favors while selecting and using methods designed to achieve more accurate results.

They should avoid using methods that might lead to achieving misleading results or, that might be misunderstood whether due to authorization or dereliction of duties.

Neither science nor statistics can be absolutely objective; selecting certain topics leads to systematic bias for specific personal or cultural values moreover, the method followed in employing statisticians and the sources of financing statistical work in addition to, several other factors, all contribute to imposing certain priorities, the statistician is to be committed to objectivity while breaking any obstacles that might hinder it.

Statisticians are to specifically abide by the professional and ethical responsibilities in determining the means of data collection, analysis, interpretation and dissemination that might lead to dangers at some point, they are to present all the findings reached, in a comprehensive and clear way notwithstanding the outputs.

Statisticians should be able to sense the need for presenting the results that are to be delivered in order to serve the broadest aspect there is in the community, while working to ensure the safety of all groups of the population from any harm.

5.1.3 Maintaining trust in statistics

Statisticians mainly rely on the trust acquired from the public and members of the community, hence they should work, through their tasks, on boosting and maintaining this trust without any exaggeration in describing the accuracy or explanatory power of their data; they should make potential users aware of the extent of accuracy and credibility of these results with absolute transparency.

5.2 Commitment to officials, dealers and the government

5.2.1 Identifying roles and responsibilities

Statisticians should refer to the approved professional manual which includes a comprehensive illustration and understanding of the leadership and officials' commitments within the statistical field regarding their roles and responsibilities that might lead to some ethical problems, within the framework of providing guidance and advice, statisticians are advised to stay within the aspects of their competence while seeking advice from expertise when necessary.

5.2.2 Assessing alternatives impartially

- Commitment to code of conducts and the governing law in general.
- Reliance on proper thinking and avoiding inappropriate presentation.
- Seeking guidance and advice while thoroughly thinking of results of actions.

5.2.3 Expectations from the manager

- Encouraging the culture of professional behavior and commitment to the Code of Conduct.
- Managers are to act as role models for appropriate behavior; you, as a manager should ensure that the persons under your supervision are aware of their responsibilities in compliance with the Code of Conduct and the policy followed in the center.

- Providing answers to all questions and any issues to worry about.
- In case an employer raises a question or expresses fears from an issue related to the Code of Conduct, listen to him carefully, show great interest and ask for further explanations and additional information.

5.2.4 Neutral evaluation of alternatives

Methods and procedures are to be considered, officials, dealers or suppliers are to be provided with the privileges and restrictions relative to the alternatives, in addition to the proposed topic.

5.2.5 Avoiding predefined outputs

Any attempt to develop predefined outputs from any proposed statistical operation is to be rejected as well as any other contractual terms to this.

5.2.6 Protecting confidential information

Most of the times, the owner or the supplier would provide information to the statisticians however, he would always request to maintain the confidentiality of this information as his legitimate right, yet this is not to be applied to the statistical methods and procedures used to produce this information.

5.2.7 Showing professional efficiency

Statisticians should always work on updating and developing their knowledge and skills as well as, maintaining their awareness of technological standards and procedures and the developments within their scopes; they should also encourage others to follow the same path.

5.3 Commitment to fellow workers

5.3.1 Delivering ethical principles

Statisticians should ensure that users, data providers, fellow workers, partners and, the government clearly understand the Code of Conduct.

5.3.2 Cooperation with fellow workers

Statisticians should collaborate with personnel performing statistical tasks, they should even cooperate on a broader scope with the individuals. Statisticians are to respect the ethical principles of other partners as well.

5.3.3 Methods of evaluating the findings and, review

Statisticians should provide their fellow workers with the adequate information within the confidential requirements, with the aim of evaluating their methods, procedures, mechanisms and, results. This evaluation should rather target the ways and methods, not the individuals who selected them or used them in performing their statistical work.

5.4 Commitment towards subjects

5.4.1 Avoiding unjustified interference

Statisticians should try to avoid interference in others' affairs upon carrying out their duties, they do not have the right to study all variables and phenomena moreover, advancing knowledge and seeking necessary information are not to be considered enough justification for trespassing the other social and cultural values.

5.4.2 Obtaining respondents' prior approval

Statistical surveys requiring the participation of big numbers of human elements should be based on their prior approval and freewill. Even when their participation is a legal requirement, they should be informed and asked for approval whereas, in volunteer statistical tasks, respondents should not be under the impression that they are obliged to participate; in other words, they should realize that they have the right to reject, for any reasons they might have and, at any stage. We should not intentionally keep any information that might impact the respondents' desire to participate.

5.4.3 Modifying and, changing access terms

Sometimes, technical or practical considerations hinder the ability to obtain prior approval for access. In such cases personal benefits should be protected and preserved by using other means, for example:

1. Respecting all rights in monitoring and surveillance studies, through which behavioral patterns are recorded without identifying the persons. In these cases, statisticians should not trespass the private space of an individual or a group; this might vary from one culture to the other.
2. Handling the cases of answers by proxy: If an agent is used to answer some specific questions on behalf of someone who might be sick or too young to participate directly, the "private space" of that person should not be trespassed, nor should the relation between him and his agent be ruined. In case of the appearance of indicators to the possibility of that person's refusal to declare some specific information, it would not be appropriate to work on obtaining such information from the agent.
3. Secondary use of records: When a statistician is permitted to access administrative or medical records, research materials or any other statistical sources, the approval of the person in charge is not to exempt the statistician from taking into consideration the reaction of the owners of these administrative or medical records, as well as their sensitivity and interests including their rights in keeping such records as anonymous.
4. Misleading people: There are some studies that include measuring targets that hinder prior disclosure of materials and information to people, in such cases the

statistician is to think carefully and weigh the possible consequences for any deception. Withholding information from people or providing false information is considered a kind of deception whether it was through proxy or negligence in the line of duty, either; temporarily or generally which leads to legal punishment unless there is an appropriate justification.

5.4.4 Protecting participants' interests

Neither the participants' approval nor the legal requirements for statistical participation is to protect the participant to the utmost against any potential harm impacting the participation, the statistician should decrease the disturbance to the least there is, for the participants themselves and for their relation with their environment as well.

5.4.5 Dealing with foreign dealers

Dealers, consumers and suppliers are to be treated fairly with respect and honesty.

- Avoid any practices that are unfair, tricky or misleading.
- Provide the statistics produced by the center, in a clear straight forward way.
- Provide your services in a decent way that best represents SCAD.

5.4.6 Maintaining confidentiality of records

Statistical data do not show the identity of the individuals, data are collected on answers to questions such as; "how many?" or "what is the percentage?" not "who?" thus, the confidentiality of the collaborating (and non collaborating) participants' identities and records are to be preserved notwithstanding clear adherence to confidentiality.

5.4.7 Restricting disclosure of identity

The statistician should take the necessary procedures to prevent data release or, production in a way that allows for the disclosure or inference of any participant's identity.

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Integrity within the center

We, statisticians of SCAD are committed to our shared professional values, respect, professionalism, truthfulness and integrity.

6.1 Financial and non financial deals records

You are to ensure the correctness of all financial and non financial deals records of the center, not only including financial accounts but other records as well, such as efficiency reports, working hours records, expenditure reports and claims for privilege collection and curriculum vitae.

6.2 Properties of the center.

Properties of the center are to be maintained and used for the required end.

1. Using the properties of the center for your personal interests or any person's interests is unethical.
2. Use the proper mindset for example; occasional use of the phone or e-mail from your office is acceptable yet, excessive use of phones or e-mails is considered misuse of the properties.
3. The policy of the center can allow for additional personal use of some of its properties.

Seizing the properties of the center- whether it is material theft or embezzlement as in seizing properties of the center; such as equipment or information or plagiarism, could lead to termination of service or prosecution.

6.3 Information not intended for publication.

Properties of the center are to be maintained and used for the required end.

Protecting data of the center that is not intended for publication, including contracts information and confidential statistical data even, technical specifications and employees' information.

Do not release any information that is not intended for publication, to any person outside the center including family and friends.

6.4 Privacy

The center respects all of its staff and dealers hence, personal information should be handled with responsibility while abiding by all related laws, also employees handling personal information of others are to consider the following:

1. Working in accordance with applicable laws.
2. Merely restricting the collection and use of this information to work purposes.
3. Ensuring the prevention of unauthorized disclosure of this informationl.

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Conflicting interests

You should work to achieve the greatest utility to SCAD upon carrying out your duty, as conflicting interests appear when your personal activities interfere with the interests of the center thus, you would not be able to act in a way as to achieve the best utility to the center.

Statistical data could be misused or misinterpreted, the statistician is to be aware of all consequences of collecting and disseminating various kinds of data and consider detecting the results of its analysis.

Statisticians are to avoid tasks involving conflicting financial or personal interests in the outputs, in addition to considering and detecting potential consequences of collecting and disseminating various data.

7.1 Working outside the center, lectures and presentations records

In general, you can work outside SCAD, so long that your work outside is not conflicting with your ability to perform your work in the center in consistency with both; internal work policy and your contract.

7.2 Relatives and friends

Make sure that your relation with your relatives and friends is not interfering or restricting your ability to work to achieve the best interest of the center.

7.3 Gifts

Do not accept any gifts, meals or entertainment or any services or compliments from dealers or suppliers in case this impacts or appears to impact your ability to take neutral decisions that best serve the interest of SCAD.

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Our common professional values

We; statisticians in SCAD are committed to our common professional values including respect, professionalism, integrity and credibility.

8.1 Respect

1. We respect others' privacy as well as promises of confidentiality offered to them.
2. We respect populations from which data is collected and, work to protect them against any harms befalling them as a consequence of misuse of results.
3. We should not hide or belittle any work performed by others.

8.2 Professionalism

Professionalism includes responsibility, efficiency, experience based knowledge and, informed governance..

1. We are working to understand other users' needs.
2. We are using statistical information, data and analysis for the public interest and to best serve the community.
3. We are exerting tremendous efforts for collecting and analyzing data with the best quality.
4. We are responsible for data efficiency as well as, the availability of appropriate methods to achieve the purpose.
5. We adhere to objectivity in discussing the issues and are working to participate in solving the problems.

6. We implement the law and work to provide proposals for law amendments that we believe, are hindering the practice of statistical work.
7. We are continually learning within our field and, the fields we use to implement our methods.
8. We develop new methods on demand.
9. We do not carry out any tasks that include conflicting interests.
10. We act with great responsibility with seniors and officials.

8.3 Credibility and Integrity

1. We are mainly concerned with independence, objectivity and, transparency.
2. We use our knowledge to produce results devoid from any pressure from political entities or suppliers.
3. We tend to use transparent statistical methodologies and release them to the public.
4. We exert tremendous efforts to produce results reflecting detected phenomena in a non biased way.
5. We present data and analysis honestly and openly.
6. We are responsible for our acts and behaviors.
7. We respect intellectual freedom.
8. Being service providers, we keep our promises on new ideas and turn a blind eye to what we find inappropriate.
9. We work in the direction of logical consistency and experimental fitness of our data and results.
10. We develop objective evaluation standards.

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Implementing the ethics of work practice

9.1 Responsibility

All those concerned are to bare the responsibility of implementing the ethics of work practice with the supervision of the Executive Manager of Technical and Administrative Support as well as, the Auditing Committee affiliated to the Board of Directors.

9.2 Investigating the possible irregularities to the Code of Conduct

SCAD is to seriously consider the possibility of violating the law while maintaining commitment to confidentiality and investigating all allegations.

9.3 Decisions

The authorized entity is to take all necessary decisions regarding any breaching of the Code of Conduct, as well as implementing disciplinary measures yet, it is possible to delegate its power to the management on some categories of the decision.

9.4 Disciplinary measures

Denial of periodic allowance, suspension from work or termination of service.

9.5 Declaring the decisions and investigations related to the Code of Conduct

The authorized entity is to produce reports on periodic basis, on all ongoing investigations regarding any existing breaches of the Code of Conduct.

9.6 Signature and approval

All employees are to sign the approval form, ensuring that they have read the Code of Conduct and approved of the commitment to its terms.

9.7 Exemptions

No exemption from any of the terms of the Code of Conduct is to be awarded to any of the executive employees in the center unless there is an approval from the board of directors, to be declared on the spot indicating the extent permitted by the law.

9.8 Expressing the worries

We should all abide by the ethical standards of SCAD, in case you witness any behavior to worry about, or that is to be considered a breach to the Code of Conduct, report it directly to the concerned party.

Rapid reporting will grant the center the opportunity to handle and, correct the issue in the ideal way before it is considered a violation of the law or, constitutes danger to the health or security and reputation of the center.

9.9 Confidentiality and, hiding the identity

Upon presenting reports to the entity concerned with irregularities, you can choose to stay anonymous, noting that we encourage you to identify yourself in order to facilitate communication.

In case you identify yourself, both; the concerned entity and the investigators will work hard as to take all precautions in order to, maintain the confidentiality of your identity in addition to, our commitment to pursuing a comprehensive and fair investigation.

9.10 Investigations Conduct

SCAD seriously considers all reports on possible misbehavior, starts by secretly investigating the topic then deciding whether the Code of Conduct or the public law has been violated hence, taking the appropriate corrective measures.

9.11 Non retaliation

The center highly appreciates the assistance and help offered by the employees who might face possible problems that should be handled by the center, therefore any retaliation against any employee raising an issue when he is honest, is considered a violation to the Code of Conduct.

Final comments

The Code of Conduct is a guide to control and organize the ethical behavior of employees and parties concerned with statistics.

The Code of Conduct tackles various cases that can confront the employee, but cannot actually handle all the circumstances.

Neither, failure to read the Code of Conduct of statistical work practice nor signing the approval form can grant the employee the excuse to non-adherence to the Code of Conduct.

The word statisticians in this document includes all SCAD employees.

