

**Attachment A: Institutional Biosafety Committee (IBC) Code of Conduct & Member Acknowledgement**

The New Mexico Consortium’s IBC carries out its mission through the work of its Members. The IBC Member owes a fiduciary duty to the IBC, which includes the duties of diligence, loyalty, ethics, and confidentiality. These duties supersede any obligation to any IBC Member's home institution or department.

**IBC Members shall adhere to the following PRINCIPLES:**

1. Will be familiar with and follow the IBC policies governing their responsibilities regarding their service on the IBC as set forth through the NIH and other Federal and State Regulations.
2. Will attend the IBC meetings and participate in the IBC reviews and official business.
3. Will preserve and protect the confidentiality of all information entrusted to them by the IBC and the researchers who have submitted an IBC application. All discussions that occur at any time among IBC members regarding the researcher(s) and/or their IBC application, all discussions conducted in the IBC meetings, and any phone calls or any discussions with the researcher(s) and/or general counsel are deemed confidential. An IBC Member may not disclose any confidential or sensitive information they receive to anyone beyond the IBC without the written permission of the IBC Chair and the Office of Compliance. The duty to maintain confidential information extends permanently after the IBC Member has concluded service on the IBC.
4. Will avoid actual or apparent conflicts of interest. The IBC Member shall be diligent in considering how their personal relationships and personal interests may affect or be perceived as affecting their work on the IBC.
5. Will refrain from accepting any gifts, including money, tangible property, favors or services that might be reasonably perceived to influence him/her in the discharge of his/her duties to the IBC.
6. Shall ensure that all IBC decisions are made in compliance with relevant regulatory and legal requirements.
7. In his/her individual capacity, shall refrain from any actions or public statements that could reasonably be perceived to be made on behalf of the IBC or the NMC.
8. Will not respond to media inquiries about IBC matters during or after the conclusion of his/her service on the IBC but will refer such inquiries to the Director.
9. Is responsible for reporting any situation that he/she knows or has reason to believe may have violated Federal Regulations/Policies and is responsible for assuring that the IBC Chair is made aware of the potential violation in a timely manner.

**IBC Member Acknowledgement of the Code of Conduct**

I acknowledge that I have read and understand the principles contained in the IBC Code of Conduct. I agree to comply with these principles. I understand that breaches of this Code of Conduct may result in my removal as an IBC Member.

Printed Name	Signature	Date

**When complete, scan & email this page to: [research@newmexicoconsortium.org](mailto:research@newmexicoconsortium.org) Thank you.**