



Corporate Communications Code of Conduct

Corporate Communications is committed to ensuring we follow a set of standards and ethics that guide our communications efforts. We understand the responsibilities and influence we have within and outside the company. This document serves as a guide to our commitments.

Code of Ethics

As a member of the International Association of Business Communicators (IABC), Corporate Communications follows the Code of Ethics for Professional Communicators outlined on their [website](#).

- I am honest. My actions bring respect for and trust in the communication profession.
- I communicate accurate information and promptly correct any errors.
- I obey laws and public policies; if I violate any law or public policy, I act promptly to correct the situation.
- I protect confidential information while acting within the law.
- I support the ideals of free speech, freedom of assembly, and access to an open marketplace of ideas.
- I am sensitive to others' cultural values and beliefs.
- I give credit to others for their work and cite my sources.
- I do not use confidential information for personal benefit.
- I do not represent conflicting or competing interests without full disclosure and the written consent of those involved.
- I do not accept undisclosed gifts or payments for professional services from anyone other than a client or employer.
- I do not guarantee results that are beyond my power to deliver.

Artificial Intelligence-Generated Content

Corporate Communications may use Artificial Intelligence generated content to ideate, create, or supplement communications or other materials. In addition to adhering to IABC's Code of Conduct and Maximus' policies, procedures, and statements of understanding, we have the following supplemented standards.

- I maintain oversight and review of any AI-generated content in my work.
- I protect company intellectual property and assets.
- I preserve human relationships and connections.
- I understand my ethical and professional responsibilities as a communicator.
- I am transparent in my use of AI.
- I am not required to use AI for content creation.

Questions related to this document or how Corporate Communications uses AI can be directed to CorpComms@maximus.com.