

APPENDIX A

Code of Ethics and Conflict of Interest Disclosure Statement for Scientific Working Group on Digital Evidence Members and Advisors

The Scientific Working Group on Digital Evidence (SWGDE) is comprised of professionals assembled in a collaborative effort to identify, develop, and disseminate consensus-based standards, guidelines, best practices, and recommendations for the benefit of the national and international forensic community and society in general. To protect the integrity of SWGDE as a deliberative body, Members and Advisors agree to abide by the following principles:

- A. Comply with the bylaws of SWGDE.
- B. Afford all SWGDE work products and ongoing discussions specific to those work products appropriate confidentiality until such products are released.
- C. Avoid even the appearance of any personal and professional conduct which places or could be construed to place SWGDE in the position of endorsing products or services for an individual's own financial or personal gain or for the financial or other gain of the individual's employer.
- D. Disclose to the SWGDE Membership Committee any potential conflicts of interest, or the appearance of same, that may arise with respect to SWGDE business.
- E. Provide public statements representing SWGDE policies or positions only upon approval of the Chair, and if approved, represent SWGDE policies or positions accurately.
- F. Report complete and accurate data in connection with SWGDE related research.
- G. Provide a complete and accurate representation of their education, training, experience, and area of expertise.
- H. Accurately represent qualifications.
- I. Not misstate and/or over represent duties and responsibilities of SWGDE work, e.g. claiming oneself as a contributing member of SWGDE without actively participating in SWGDE meetings; claiming oneself as an officer of SWGDE without serving as such; claiming sole authorship of a document; use the SWGDE logo on any promotional material and/or curriculum vitae.
- J. Act in a professional manner while in attendance at SWGDE meetings and other events representing the group.

Additionally, it is in the best interest of SWGDE to be aware of and properly manage all actual, potential, and perceived conflicts of interest amongst those serving as Members and Advisors.

Circumstances may create potential conflicts of interest when a Member or Advisor has an opportunity to non-objectively affect SWGDE guidelines, best practices, and other products based on a financial or personal interest in an entity or product. A potential conflict of interest occurs when there is a divergence between a Member or Advisor's personal interests and his/her obligations to SWGDE such that an independent observer might reasonably question whether the individual's actions or decisions are determined by considerations of personal gain, financial or otherwise. An actual conflict of interest depends on the actions and not on the character of the individual; therefore, having an affiliation with a commercial interest does not in-and-of itself imply a wrong or improper relationship. For purposes of this disclosure, a conflict of interest may exist when financial or personal interests directly and significantly affect the development or reporting of SWGDE products. For the purpose of this Conflict of Interest Disclosure Statement, SWGDE considers the relevant financial relationships of the SWGDE Member or Advisor to include financial relationships of a spouse or partner.

SWGDE Bylaws – Appendix A

Version: 5.4 (September 22, 2015)

This document includes a cover page with the SWGDE disclaimer.

In the following table, list the names of potentially relevant entities with which you or your spouse/partner have, or have had, a relevant financial or personal relationship with in the past 12 months. Describe what you or your spouse/partner received (e.g. salary, honorarium, etc.). It is not necessary to disclose the amount received. Finally, describe your role or that of your spouse/partner.

<input type="checkbox"/> I, _____ do not have any financial or personal interests or arrangements with any entities that may be pertinent to the development of SWGDE products.	
<input type="checkbox"/> I, _____ have or have had financial or personal interest(s)/arrangement(s), within the past 12 months, with one or more entities that may be pertinent to the development of SWGDE products. These I have disclosed below:	
Entity	Nature of the Relationship

Nature of the Relationship: Salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit), or personal interest

Role(s): Employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and/or other activities from which remuneration is received or expected

I have received, read and understand fully the Code of Ethics and Conflict of Interest Disclosure Statement and will comply with the code by bringing any potential conflict of interest situations to the SWGDE Membership Committee for consideration.

Signature

Date

Members or Advisors in violation of this code of ethics or conflict of interest statement shall be reported to the SWGDE Membership Committee.

Terms and Definitions

Commercial Interest: Commercial Interests are any proprietary entity producing goods and/or services, with the exemption of non-profit or government organizations.

Financial Relationships: Financial relationships are those relationships in which the individual benefits by receiving a salary (with the exception of local, state, or federal employees), royalty, intellectual property right, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. SWGDE considers relationships of the SWGDE Member or Advisor to include financial relationships of a spouse of partner.

Personal Interest: Personal gain with no direct financial effect that may compromise objectivity.

Conflict of Interest: Circumstances create a conflict of interest when financial or personal interest directly and significantly affects the development or reporting of SWGDE products.