



## Ruckelshaus Institute Collaborative Solutions Code of Conduct

Dear Participants,

We are nonpartisan and committed to fairly serving all individuals, organizations and agencies working to shape outcomes within and between their organizations.

Even though \_\_\_\_\_ is paying our fee for this work, our responsibility is to all participants in your shared meeting on \_\_\_\_\_. We actively strive to be equally and appropriately attentive to all parties at the table.

We understand our role as facilitators is most valuable to all parties when we do not advocate for any particular interest or outcome and we strive to be free from favoritism or bias by word or action.

Our code of conduct emphasizes the voluntary nature of engagement in the processes we facilitate, the self-determination of parties, our impartiality as a third party neutrals, our treatment of conflicts of interest (disclosure), how we handle any questions of our competence in this field, the confidentiality of what we hear, the quality of the process, the disclosure of who is pays our fees, and our obligations to the process. Regardless of who pays for our work, our responsibility is to all participants and to the integrity and fairness of the process itself.

Competencies for each facilitator include:

- **Impartiality:** we are impartial about the subjects for which we are serving as facilitators.
- Allowing participants to own the process and topics as much as possible, balancing that need with the deliberative goals of the process.
- **Group efficiency:** we use authentic methods to keep the meeting on track in terms of time and subject matter.
- **Attentiveness:** we pay simultaneous attention to the substance, process, and relationships present at the table.
- **Modeling:** we practice modeling and encouraging collaborative attitudes and skills.
- **Confined Expertise:** our focus is entirely on process. We will not take on an “expert” role with the subject.
- **Focus on Interests:** we help participants identify the values and underlying interests that motivate their perspectives.
- **Mutual Education:** we help participants develop mutual understanding and consider a broad range of views.
- **Conflict Management and Resolution:** we help participants identify and work through key tensions within and between their perspectives.
- **Balance:** We help the group manage a range of deliberative tensions, seeking their own practical balance between idealism and realism, complexity and simplicity, depth and breadth, etc.

Please feel free to call or write with any questions or needs you may have regarding this code of ethics. We are looking forward to be of service to you in \_\_\_\_\_.

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