

## The Japanese Association of Administrative Science - Code of Ethics

### 1. (Purpose)

The Japanese Association of Administrative Science establishes the code of ethics for the members and Association to comply with in the research, education, practical application of administrative science and the running of the Association in accordance with the aim of establishment.

### 2. (Conscientious Research Activities)

Members must abide by relevant laws and the Association's regulations and so on, and they must conscientiously conduct research, education and practical application with advanced expertise and skill according to the research ethics indicated in this code.

### 3. (Social Responsibility)

Members must strive to publicize and return to society the achievements of their research based on awareness of their social responsibility as experts.

### 4. (Prevention of Research Misconduct and Double Postings)

Members must prevent misconduct (fabrication, tampering, plagiarizing) in their research activities and inappropriate behaviors (double posting, split publishing, inappropriate authorship) when announcing their research achievements.

### 5. (Prevention of Research Expense Irregularities)

Members must exercise appropriate expenditure management in cases where they receive research funds from public agencies, enterprises, individuals, etc.

### 6. (Conflicts of Interest)

Members must display caution regarding social and economic conflicts of interest and strive to secure transparency in order to ensure the validity and social credibility of their research. Conflicts of interest refer to situations where fair and appropriate judgment necessary for research is impeded by falsification of data, special treatment for specific organizations, and continuation of research that should be suspended and so on due to economic interests, etc. involving external parties.

### 7. (Protection of Cooperators, etc. with Research)

Members must, in the implementation of their research, announcement of achievements, storage of materials, and practical application, protect the physical safety and respect the dignity and human rights of persons who cooperate or participate in the research.

### 8. (Collection and Protection of Personal Information)

Members must respect the privacy of persons who cooperate or participate in their research and safeguard information regarding individuals, groups and organizations in research activities in general.

9. (Informed Consent)

Members must, in the implementation of their research, announcement of achievements, and storage of materials, as a rule secure the written consent of persons who cooperate or participate in the research upon giving them ample explanations and confirming that they understand.

10. (Prohibition of Discrimination and Prevention of Harassment)

Members must not conduct discrimination based on race, ethnicity, age, gender, sexual orientation, social standing, thought or creed, in research, education and practical application. Also, they must prevent harassment.

11. Ethical Review

Members, in the implementation of research, must strive to indicate research plans and receive approval for them in the ethical committees, etc. of the organizations that they belong to or in which they conduct research.

12. (Duties of the Association)

(1) The Association must conduct equitable and sincere administration in compliance with relevant laws and the Association's regulations, etc.

(2) The Association must strive to prepare an environment in which the research ethics described in this code can be realized.

13. (Detailed Regulations)

Necessary items related to the execution of this code will be separately prescribed.

14. (Code Revisions)

Revisions to the code will be made based on decision by the Board of Directors.

Supplementary Provision (Enforcement Date)

This code is effective from July 1, 2015.