

Game Developers Association of the Philippines Code of Professional Conduct

Members of the Game Developers Association of the Philippines are required to operate in accordance with the Association's Code of Professional Conduct.

The Code of Professional Conduct has been created so that members provide a level of service and ethical practice that gives confidence to their clients and partners.

The Association is committed to developing and maintaining high levels of respect and trust for members and in so doing to ensure a high level of respect and trust for the Philippine game industry.

Preamble

Members will maintain high standards of personal and professional conduct, including:

1. Complying with the laws of the Philippines in which their work is performed, operating within the spirit of those laws and acting honestly and fairly in all business dealings.
2. Ensuring that their contracts and/or terms of business are clear, concise and honored in full, unless terminated or amended by mutual consent.
3. Developing and maintaining high levels of personal competence through a commitment to ongoing professional development.
4. Ensuring that their employees and work colleagues develop and maintain high levels of personal competence through a commitment to ongoing professional development.

Operating Principles

The following principles must be observed by Members. Members must:

1. Honor property rights, including copyrights and patents. Violation of copyrights, patents, trade secrets and the terms of license agreements is prohibited by law in most circumstances. Such violations are contrary to professional behavior. Copies of game materials should be made only with proper authorization. Unauthorized duplication of materials must not be condoned.
2. Give proper credit for intellectual property. Game development professionals are obligated to protect the integrity of intellectual property. Specifically, one must not take credit for other's ideas or work, even in cases where the work has not been explicitly protected by copyright, patent, etc.
3. Maintain a high professional standard when dealing with clients and others.
4. Act with integrity and honesty in all business dealings and with colleagues and employees.
5. Not make any false or misleading statements in order to obtain business, about competitors or any other company or person.
6. Declare immediately any real or potential conflict of interest with any client, partner or supplier.
7. Maintain accurate records of all dealings in relation to the delivery of projects and services.

Operating Practices

The following practices are required of Members and the companies they own or manage. Members

must:

1. Provide a safe and healthy work environment for employees and subcontractors.
2. Prior to entering into an agreement with a client, ensure that the client understands the business model to be utilized in the contract, ie. Principal, Agent, Profit Sharing, etc., and the potential positives and negatives of each business model.
3. Fully disclose to clients all charges and commissions in accordance with law.
4. Endeavour to ensure that clients and potential clients are fully informed regarding the basis for charging fees and other costs and will not do anything which might intentionally mislead a client regarding the basis for such charges.
5. When entering written contracts and agreements, clearly describe: (1) the work to be undertaken, (2) the roles and responsibilities of all parties, (3) the payment terms and conditions, (4) the ownership of intellectual property, (5) provisions relating to the maintenance of client confidentiality, and (6) dispute resolution provisions designed to avoid court proceedings.
6. Not injure or attempt to injure, maliciously or recklessly, the professional reputation of others.
7. Respect the confidentiality of information which comes to them in the course of their duties.
8. Not intentionally mislead Clients when preparing tender documents.

Governing Rules

Members:

1. May be required to provide proof that a significant portion of their work, or that of their company or employer, is a game developer, or a company that is an integral part of the game industry and that they are suitably qualified and experienced, as determined by the Association from time to time.
2. Must pay to the Association any memberships fees or levies relating to their membership on time and in full.
3. Must not engage in any activity that brings the Association or its members into disrepute.
4. Agree to be bound by this Code of Professional Conduct and agree that if upon investigation by the Association they are found to be in serious breach of the Code their membership may be terminated.