

American Academy of Audiology

CODE OF CONDUCT POLICY

Volunteers

The following Code of Conduct (“Code”) is designed to preserve the integrity and credibility of the American Academy of Audiology (The Academy) with the public and amongst our members. The Code enumerates those standards and values that make The Academy a remarkable organization and applies to all member volunteers in direct service for The Academy.

Accountability Required

All Academy volunteers are expected to follow rules of conduct that will protect the interest and safety of all volunteers, staff and the Academy and create a positive volunteer environment. Volunteers are required to observe the highest standards of professionalism at all times when engaged in Academy activity or business.

- Act with respectful professional demeanor/behavior, honesty and integrity and in accordance with any professional standards and/or governing laws and legislation that have application to the responsibilities you perform for or on behalf of The Academy.
- Comply with both the letter and the spirit of any training or orientation provided to you in connection with professional responsibilities.
- Adhere to the policies and procedures of the Academy and support the decisions and directions of the national Board and its delegated authority.
- Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

The following are examples of inappropriate conduct that violate this policy:

- Treating others with disrespect, demeaning others, violating the Anti-Harassment Policy or otherwise engaging in unprofessional behavior.
- Creating a disturbance on the Academy’s premises or at Academy activities.
- Violations of Academy policies or any applicable federal, state or local law.
- Unauthorized disclosure of the Academy’s proprietary or confidential information

Confidentiality shall be Maintained

Respect and maintain the confidentiality of information gained as a volunteer or employee, including, but not limited to, all computer software and files, the Academy business documents and printouts, and all volunteer, employee membership, donor and supporter records.

- If a member volunteer is contacted by a member of the media regarding a sensitive matter internal to the Academy, the media representative should be referred to the Executive Director of the Academy and/or the Academy President.
- Member volunteers, when talking to the media, should be careful and clear they are only providing personal opinions and not speaking on behalf of The Academy.

Harassment is Prohibited

The Academy is committed to providing all volunteers with an environment that is free from harassment. Harassment as defined in this policy as unwelcoming verbal, visual or physical conduct, based on an individual’s protected characteristic, creating an intimidating, offensive, or hostile environment. Examples of harassment can

be verbal (profanity, jokes, insults, epithets, gestures or teasing,) graphic (offensive symbols, cartoons, drawings, computer displays, or emails) or physical conduct (physically threatening another, blocking someone's way) that denigrates or shows hostility or aversion towards an individual. Such conduct violates this policy, even if it is not unlawful. Any form of harassment on the basis of race, religion, sex, sexual orientation, national origin, age, disability or any other classification protected by applicable federal, state, or local laws is prohibited and will not be tolerated. This policy applies to any Academy activity, regardless of physical location, and to all volunteers, regardless of their role. The Academy encourages volunteers to bring any incidents of harassment to the immediate attention of the Executive Director or any Board member.

Implementation with a strict observance of the Code is essential to the activity and reputation of the American Academy of Audiology. It is essential that all member volunteers certify through signature a Declaration that they have read and will abide by this Code.

I, _____, have read, understand and agree to abide by the Code of Conduct of the American Academy of Audiology and I understand that such adherence is a condition of member volunteer work. I understand that a violation of the Code of Conduct may be grounds for member volunteer termination for just cause without notice.

Signed this _____ day of _____

(Member/Volunteer Signature)

(Committee/Council/Board Post)

2019