



Professional Standards ¹ **For ACRO Board of Chancellors, Committee Volunteers and Staff**

Purpose: To provide guidance and serve as a reference for professional standards and decision-making by ACRO leaders and volunteers. These professional standards apply to all staff members, including the Executive Director.

Code: Volunteers and staff of ACRO are expected to observe and promote the highest standards of personal and professional conduct in the performance of their responsibilities. Volunteers and staff pledge to accept these standards as a minimum guideline for ethical conduct and shall:

- 1) Faithfully abide by the Bylaws and policies of ACRO.
- 2) Act in good faith, with due care, competence and diligence without misrepresenting material facts or allowing independent judgment to be subordinated.
- 3) Fully disclose, at the earliest opportunity, information of fact that may result in a perceived or actual conflict of interest.
- 4) Fully disclose, at the earliest opportunity, information of fact that would have significance in governing board decision-making.
- 5) Remain accountable for prudent fiscal management to ACRO members.
- 6) Exercise the powers invested for the good of all members and not for personal benefit.
- 7) Assure the responsible use of and control of all assets, resources, and information in the possession of ACRO and related organizations.
- 8) Maintain high ethical and moral character, both professionally and personally accordance with the AMA Code of Ethics and Principles of Ethics articulated in the ACRO Bylaws.
- 9) Not tolerate, engage in or condone behavior by any member of the board, volunteer or staff member that is intimidating, offensive, or hostile or creates an environment that is intimidating, offensive, or hostile. Discrimination of any type that includes but is not limited to race, sex, religion, color, national origin, political affiliation, age, sexual orientation, marital status and physical handicap will not be tolerated. In addition, sexual harassment in the workplace or during ACRO activities will not be tolerated.
- 10) Respect the confidentiality of sensitive information and abide by the terms of their confidentiality statement.

Violations of the Standards: Any alleged violation of these professional standards should be reported to the Ethics Committee, and will be investigated, pursuant to the process outlined in the ACRO Bylaws and may result in punitive action, including but not limited to suspension, removal from office or service or revocation of membership in a manner consistent with the ACRO Bylaws. Members are prohibited from retaliating against any person who in good faith raises concerns regarding possible violation of professional standards. This non-retaliation policy also protects those who review or investigate a complaint or a concern, serves as a witness or provides background about the complaint or concern, or makes decisions or recommendations regarding resolution of violation or concern.

¹ Recommended by the ACRO Ethics Committee, August 2024 and approved by the ACRO Board of Chancellors, October 15, 2024.