



The American Association of Teachers of Spanish and Portuguese
Code of Conduct Policy

General

The American Association of Teachers of Spanish and Portuguese (hereinafter referred to as AATSP) requires all directors, board members and employees to observe high standards of business and personal conduct. All AATSP staff and directors are expected to adopt the highest standards of dignity, fairness, ethical standards and integrity. No staff member or director shall act in a manner detrimental to the interests of the public, the AATSP or its members. In performing their duties, no member of the AATSP shall transgress any laws. It is incumbent on members of the AATSP to abide by this Code.

The purpose of this Code of Conduct is to bolster public confidence in the integrity and professional standards of our Association. Abiding by this Code is essential for employment in the AATSP.

Responsibilities

Staff and directors of the AATSP will:

- 1) Support the AATSP's mission to advance and promote the study and teaching of the Spanish and Portuguese languages and their corresponding Hispanic, Luso-Brazilian and other related literatures and cultures at all levels of education.
- 2) Support and promote membership in the Association by always putting the members' needs ahead of their own, and always maintaining a courteous, respectful and polite attitude towards the Association's members and sponsors.
- 3) Serve the Association with loyalty and respect for confidentiality, avoiding conflicts of interest and activities for personal advantage to the detriment of the Association or its members.
- 4) Ensure, to the best of their abilities, that interactions between employees, suppliers, sponsors, partners and members are fair and free of discrimination and harassment.
- 5) Bring to the attention of the Executive Director and/or the Director of Operations potential decisions or actions that they identify as unethical or illegal, and inform the leadership of the possible results of such decisions or actions.
- 6) Serve all members of the Association with impartiality, providing no particular benefits to any member, and accepting no personal compensation from a member without the prior knowledge and approval of the Executive Director.
- 7) Inform the Executive Director and/or the Director of Operations of any member who may have acted in contravention of this Code.