



SUBSTANCE ABUSE PROGRAM ADMINISTRATORS ASSOCIATION

CODE OF ETHICS AND STANDARDS

Adopted May 1996

Revised April 2006

Revised April 2019

**SUBSTANCE ABUSE PROGRAM ADMINISTRATORS ASSOCIATION
CODE OF ETHICS AND STANDARDS**

I. DEFINITIONS AND PURPOSE OF CODE

- A. In accordance with its Bylaws and Mission Statement, this Code of Ethics defines the ethical and professional standards of the Substance Abuse Program Administrators Association ("SAPAA" or "the Association"). It is subject to review by the Board of Directors and/or upon request by a member of the Association and may be amended as needed.

II. EXPECTED CONDUCT

- A. Memberships and Membership Representatives shall:

1. Accurately represent their education, experience, and qualifications;
2. Present information fairly and accurately to employers, employees, clients, other professionals, and the general public;
3. Not mislead or deceive employers, employees, clients, or any other persons in any way;
4. Acknowledge the work of others by citing the source(s) or materials and techniques used in their businesses or professional presentations;
5. Balance the interests of employees as well as employers in the operation of their businesses;
6. Respect the dignity of individuals tested for controlled substances and alcohol;
7. Maintain confidentiality of information entrusted to them, with the release of information only to those individuals, employers, or agents of agencies authorized to receive such information;
8. Assist employers and/or clients to the best of their abilities in following applicable law; and
9. Maintain current knowledge of practices, professional standards, and applicable law.

B. Memberships and Membership Representatives shall:

1. Strictly adhere to the Sherman Anti-Trust Act, the Clayton Act, and the Federal Trade Commission Act;
2. In applying or serving on the SAPAA Board of Directors and/or any Committee, disclose to the Board of Directors any conviction of crime(s) of moral turpitude;
3. Devote all necessary attention to a Board of Directors and/or Committee position(s);
4. Not engage in any activity that is a conflict of interest;
5. Not serve on the SAPAA Board of Directors or any SAPAA Committee if also serving on the Board of Directors of a competing industry organization; and
6. Not serve on a SAPAA Committee at the same time as serving on a substantially similar committee of a competing industry organization.

III. APPLICATION OF CODE

- A. The Executive Committee of the Board of Directors is vested with the responsibility for addressing any Membership or Membership Representative misconduct that violates this Code or discredits the Association. Any concerns, questions, or complaints may be given to the Executive Director.