



## **CODE OF ETHICS & CODE OF CONDUCT**

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Approved by: ACP Executive Committee

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Policy (New or Revised): Revised

Revised Date: February 22, 2019; October 29, 2019

### **I. Purpose**

#### Code of Ethics

The Code of Ethics are the aspirational goals of the ACP. They provide guidance and offer justification for the Code of Conduct. There are five guiding principles that form the foundation of the ACP Code: transparency, professionalism, integrity, accountability and collaboration. Principles can overlap each other as well as compete for priority. More than one principle can justify a given element of the Code of Conduct. Principles may at times need to be balanced against each other, but, otherwise, they are the College's firm guideposts.

#### Code of Conduct

The Code of Conduct is designed to protect and enhance the reputation and integrity of the ACP. The College is committed to the highest standards of legal and ethical business conduct. These standards are non-negotiable. The foundation of this Code of Conduct is honesty, integrity and openness in all dealings as representatives of the ACP. The College promotes a working environment that values respect, fairness and integrity.

While the Code of Conduct can provide answers and guidance on many issues, it is not exhaustive. It does represent ACP's corporate standards and states its expectation that all representatives will address situations from a framework of the highest levels of personal and professional integrity.

### **II. Scope of Policy**

The American College of Prosthodontists ("ACP") is a nonprofit, tax-exempt organization. Maintenance of the tax-exempt status is critical to its financial stability and for public support. ACP is subject to scrutiny by, and accountable to, governmental authorities and the public.

Since its inception in 1970, the ACP continues to support and advance the specialty of prosthodontics – through education, research, and advocacy – in accordance with the fundamental principles of transparency, accountability, equity and fairness.

The Code of Conduct (“Code”) establishes the standards for the Board of Directors, Volunteers and Staff in connection with ACP business. The purpose of the Code is to provide evidence that the ACP is committed to the lawful and ethical conduct of its business and to promote lawful and ethical behavior by its leadership, volunteers, and staff.

It is the responsibility of every leader, volunteer, and staff to discharge his or her duties in a manner that promotes and preserves public trust, proper stewardship, and confidence in the integrity of the ACP. The leadership, volunteer, and staff must respect and comply with rules and regulations of the ACP and observe high standards of conduct. Its work is guided by policies that ensure its commitment to fiduciary responsibility, accountability, transparency, diversity, and ethical behavior. ACP embraces a set of core values and puts them into practice in its dealing with the public and with professional colleagues as it works to improve the patients’ health.

### **III. Guiding Principles**

**TRANSPARENCY:** We value open and honest dialogue that creates a system of effective and authentic communication within and between the College, the Foundation, our members, partner organizations, patients, and the general public.

**PROFESSIONALISM:** We represent the specialty in an appropriate manner, treating others with respect, demonstrating an openness to diverse perspectives, serving stakeholders with excellence, and advancing the mission efficiently and effectively.

**INTEGRITY:** We act and speak in a way that is congruent with the College’s vision, mission, and expectations to appropriately embody the standards of the specialty.

**ACCOUNTABILITY:** We assume responsibility for our actions, adhere to our mission and vision, and follow through on our commitments to our members, partners, peers, patients, and other stakeholders.

**COLLABORATION:** We work together to provide value to our members and advance our mission, adopting a synergetic approach when engaging stakeholders to advance the specialty and continuously improve patient outcomes.

### **IV. Code of Conduct**

A. Personal and Professional Integrity: ACP’s reputation for integrity is an asset. The College is absolutely committed to accurate, honest financial reporting in all aspects of its business. The ACP strives to:

- Meet the highest standards of performance, service and achievement toward the College’s mission
- Avoid falsification, destruction, concealment, or misrepresentation of donor information
- Act honestly and ethically
- Exhibit respect and fairness toward all stakeholders

- B. Accountability: ACP is responsible to its stakeholders, which include donors, volunteers, and members of the American College of Prosthodontists, and others who have placed faith in ACP. To maintain this trust the College will:
- Promote good stewardship of ACP resources, including contributions
  - Abstain from using organizational resources for non-ACP purposes
  - Adhere to the ACP mission and are responsible for all actions
  - Comply with all state, federal, and local laws, statutes, and ordinances
- C. Conflicts of Interests: The basis for the ACP's conflict of interest policy is that every decision a representative makes must be made solely in the best interest of the College. To avoid any conflict of interest or the appearance of a conflict, the College will:
- Avoid activities or outside interests that conflict or gives the appearance of a conflict with the best interest of ACP
  - Ensure that outside activities or employment do not adversely affect the performance of ACP or the achievement of its mission
- D. Voluntary Giving and Solicitations:
- The ACP promotes voluntary giving
  - Refrain from any coercion in fundraising activities
- E. Volunteers:
- Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, or any committee upon which they serve and withdraw from the meeting room during any discussion, review and voting in connection with such manner.
  - Members of the Board shall annually file with the Executive Director a disclosure of all known potential conflicts of interest.
  - Shall not knowingly take any action, or make any statement, intended to influence the conduct of ACP in such a way to confer any financial benefit on themselves, their immediate family, or any organization in which they or their immediate family have a significant interest as a director(s), officer(s), or stakeholder(s).
- F. Anti-Harassment Policy and Complaint Procedure:
- Value, champion, and embrace diversity in all aspects of ACP activities
  - Refuse to engage in or tolerate any form of discrimination or harassment
- G. Privacy and Confidentiality: A hallmark of professionalism is Confidentiality. Representatives must maintain the confidentiality of all ACP proprietary and confidential information. This includes, among other things: all non-public information regarding ACP, its business, donors, stakeholders, programs, and projects. The College will:
- Strive to ensure that all information that is confidential, privileged or nonpublic, is not disclosed inappropriately
  - Respect the privacy rights of our donors, volunteers, and stakeholders
- H. Political Contributions:

- As a charitable organization, the ACP may not contribute to any candidate for public office or political committee.
- The College may not intervene or oppose any candidate for public office
- Refrain from engaging in political activities in a manner that suggests, implies, or that may create the appearance that such activity is by or on behalf of ACP

#### **IV. Interpretation and Application of the Code of Conduct**

The foregoing ACP Code of Conduct set forth the ethical duties that are binding on members of the American College of Prosthodontists.

- A. Anyone who believes that a member has acted unethically should bring the matter to the attention of the appropriate state organization. Whenever possible, problems involving questions of Conduct should be resolved at the state or local level. If a satisfactory resolution cannot be reached, the state organization may decide, after proper investigation, that the matter warrants issuing formal charges and conducting a disciplinary hearing. At the discretion of the Executive Committee, the potential violation may be forwarded to the Judicial Committee for adjudication. The ACP Judiciary Committee reminds state organizations that before a member can be found to have breached any ethical obligation, the member is entitled to a fair hearing.
- B. A member who is found guilty of unethical conduct proscribed by the ACP Code of Conduct, may be placed under a sentence of censure or suspension or may be expelled from membership in the Association. A member under a sentence of censure, suspension or expulsion has the right to appeal the decision to the ACP Executive Committee.

#### **V. References**

- [The American Society of Dermatopathology Code of Conduct for Leadership & Professional Staff](#)
- [Principles of Ethics and Code of Professional Conduct of the American Dental Association](#)
- [ACP & ACPEF Harassment Policy](#)
- [ACP Strategic Plan 2019-2021](#)

#### **VI. Related Policies**

- ACP Election Guidelines.

#### **VII. Review/Revision Dates**

February 22, 2019, October 29, 2019

#### **VIII. Approval Groups**

ACP Executive Committee & ACP Board of Directors