

AMERICAN BURN ASSOCIATION
STANDARDS OF CONDUCT POLICY FOR MEMBERS AND EMPLOYEES
Issued: February 16, 2017

I. Policy Statement

The American Burn Association (the ABA) is committed to achieving the highest standards of professionalism, integrity and ethical conduct in its operations and activities and expects its members and employees to conduct their business activities associated with the ABA according to the highest ethical standards of conduct and to comply with all applicable laws.

The Board of Trustees of the ABA (the Board) has adopted this Standards of Conduct Policy (the Policy) for its members and employees in order to:

- promote the utmost exercise of professionalism in the conducting the operations and activities of the ABA;
- promote honest and ethical conduct;
- promote a culture of openness and transparency in its work and an appropriate level of sharing of information between employees and members;
- promote compliance with applicable governmental laws, rules and regulations and industry, accreditation and professional standards;
- promote the proper use of ABA resources;
- protect members and employees from any form of discrimination or harassment and any form of bullying; and
- establish a procedure for reporting any violations of those Standards of Conduct.

This policy applies to all ABA employees and members, including members of the Board of Trustees (each a Trustee). The Board retains the authority to terminate the employment of, bar from membership or expel from membership any individual determined to have violated any of the provisions set forth in this Policy.

I. Professionalism

Employees and members are accountable for conducting themselves in a responsible, honest and ethical manner that upholds and promotes the ABA's values and mission. All employees and members must (a) conduct themselves at all times by applying the highest standards of ethical behavior, appropriate and polite conduct, honesty and professionalism, (b) avoid any appearances of favoritism, and (c) demonstrate a commitment to carrying out professional responsibilities and adhering to the highest ethical principles.

The ABA promotes a culture of open and honest communication between employees and Board Members. Where not inappropriate, there should be transparency in work on behalf of the ABA and sharing of information between employees and Board members. The goal is to foster a climate of trust and respect between the Board and the employees.

Leaders of the ABA are expected to demonstrate leadership to members and employees by example.

II. Compliance with Laws

Employees and members acting on behalf of the ABA must act in compliance with all laws and regulations that govern the operations of the ABA, including in particular processes and procedures related to grant administration and maintaining the confidentiality of personal or otherwise protected information. Any questions on such laws or regulations should be directed to the ABA's President or Executive Director.

III. Use of ABA Resources

Unless otherwise specifically approved in writing or in a separate ABA policy (such as incidental computer use), the ABA prohibits employee and members from utilizing ABA resources (which include grant money held in trust), for any reason other than legitimate ABA business.

IV. Compliance with Industry and Accreditation Standards

Employees and members acting on behalf of the ABA must act in compliance with all industry and accreditation standards applicable to the ABA, including but not limited to ACCME Standards for Commercial Support: Standards to Ensure Independence in CME Activities.

V. Compliance with Professional Standards

Employees and members acting on behalf of the ABA must act in compliance with all standards of professional ethics that have been established by external professional societies for their various professions.

VI. Equal Employment Opportunity

The ABA is an equal opportunity employer which makes all employment decisions based upon an individual's qualifications, capabilities and ability to perform the essential functions of his or her job. All employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, marital status, ancestry, pregnancy, protective order status, military status, unfavorable discharge from military service, sexual orientation, citizenship status, arrest record, expunged or sealed convictions or any other legally recognized protected basis under federal, state or local law (the Protected Bases). The ABA strictly prohibits any form of discrimination or harassment based on any of the Protected Bases in its operations or activities. This section of the Policy governs all aspects of employment, including, but not limited to, recruitment, hiring,

internships, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

VII. Sexual & Other Unlawful Harassment

The ABA is committed to a work environment in which all individuals are treated with respect. The ABA complies with all applicable Federal, State and local equal employment opportunity laws. The ABA expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, marital status, ancestry, pregnancy, protective order status, military status, unfavorable discharge from military service, sexual orientation, gender-related identity, citizenship status, arrest record, expunged or sealed convictions or any other legally recognized protected basis under federal, state or local law (the Protected Bases).

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Company's legitimate business interests

- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Company.

To be clear, harassment on the basis of any other Protected Bases (e.g., race or sexual orientation) is also strictly prohibited.

VIII. Prohibition on Bullying or Other Abusive Conduct

The ABA prohibits any form of bullying or abusive conduct in the operations or activities of the ABA. “Bullying or abusive conduct” is conduct of an individual in connection with his or her relationship with the ABA, with malice, that a reasonable person would find hostile, offensive, and unrelated to the ABA’s legitimate business interests.

Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person’s work performance. Abusive conduct need not be tied to a protected characteristic to constitute a violation of this Policy.

IX. Conflicts of Interest

The ABA prohibits conflicts of interest by those acting for or on behalf of the ABA, including employees, members and Trustees (collectively, “Interested Persons”). Unless otherwise approved, Interested Persons are prohibited from undertaking activities in conflict with the interests of the ABA including, but not limited to:

- being employed by or having any sort of financial interest in any entity with whom the ABA has or is negotiating a transaction or arrangement;
- engaging in a business transaction related to the ABA that benefits the Interested Person or any of his or her family members;
- accepting gifts, entertainment or financial incentives of anything other than nominal value from the ABA’s suppliers, vendors or contractors; or
- any other situation that presents a duality of interests in connection with a person who has influence over the activities or finances of the ABA or otherwise creates a conflict with the ABA.

The ABA has a separate, comprehensive Conflict of Interest Policy with which all Interested Persons must comply and which lays out the procedure for review of conflict situations.

X. Other Inappropriate Conduct

This Policy is not mean to be an exhaustive list of the types of conduct which could be considered unprofessional or unethical and thus constitute a violation of this Policy. The ABA recognizes that other forms of conduct may be sufficiently inappropriate, unprofessional or unbecoming to constitute a violation of this Policy. The ABA expects its employees and members acting for or on its behalf to act with the utmost professionalism at all times.

XI. Reporting and Investigation of Inappropriate Conduct

Any member (including a Trustee) or employee that is or becomes aware of conduct that may violate any provision of this Policy must promptly report that conduct as follows:

- Actions prohibited by this Policy involving (1) a Trustee or (2) the Executive Director, must be reported to the President or to the Chair (or any member) of the Conflict of Interest/Professional Conduct Committee.
- Actions prohibited by this Policy involving (3) an employee or (4) any member (other than a Trustee), must be reported to the Executive Director or the President.

After receiving a report of an alleged violation of this Policy, the ABA will promptly take all appropriate actions necessary to conduct a thorough investigation and take appropriate remedial action where required. All employees and members are expected to cooperate in any internal investigation of an alleged violation of this Policy.

Employees of the ABA may also file a charge of discrimination, harassment or retaliation under the Illinois Human Rights Act (IHRA) with the Illinois Department of Human Rights (though the IHRA may not apply to all claims).

XII. Prohibition on Retaliation

The ABA prohibits any form of discipline, reprisal, intimidation or retaliation for reporting a violation of this Policy in good faith, for filing a claim related to such a violation or for cooperating in a related investigation.

XIII. Administration of this Policy

The ABA's Conflict of Interest/Professional Conduct Committee is responsible for the administration of this Policy. If an ABA member or employee has any questions regarding this Policy, s/he should contact the ABA's Executive Director, the Chair of the Conflict of Interest/Professional Conduct Committee or any other Trustee.