

ASHB Board of Directors - Code of Conduct

The following pages outline ASHB's Board of Directors key policies, ensuring that our Board members are well-informed about our organizational guidelines, ethical standards, and procedures. It is crucial to familiarize yourself with these policies to maintain the integrity and professionalism of our organization.

Non-Political Engagement

ASHB is dedicated to maintaining an environment that is neutral and free from any form of political bias. As an association, we recognize the importance of focusing on our core mission and objectives without becoming entangled in political discussions or activities.

1. **Neutrality in Activities:** ASHB is committed to carrying out its mission and activities in a manner that is neutral and independent from political influences. Our focus is on promoting the goals of the organization, upholding our values, and serving the interests of our members without engaging in or endorsing political activities.
2. **Distinction Between Personal and Professional:** While Board members and staff have the right to hold and express their personal political beliefs, it is important to distinguish these beliefs from the activities and communications of ASHB. Our official communications, events, and initiatives will remain centered on our mission and will not advocate for or against any political ideology or party.
3. **Avoidance of Divisive Discussions:** We encourage our Board members and staff to refrain from engaging in political discussions or debates during official ASHB activities, events, and communications. This approach ensures that our focus remains on collaboration, knowledge sharing, and the advancement of our industry or field.
4. **External Engagement:** While individuals associated with ASHB have the right to engage in political activities outside of their involvement with our organization, it is crucial to emphasize that such activities should not be portrayed as representing ASHB's views. It is recommended to make a clear distinction between personal and professional affiliations to prevent any misunderstandings.
5. **Upholding Professionalism:** ASHB expects all employees, Board members, and representatives to uphold a high standard of professionalism and conduct in all interactions related to the organization. This includes refraining from promoting political agendas during ASHB activities, both online and offline.

Anti-Discrimination

At ASHB, we are committed to fostering an environment that is inclusive, non-discriminatory, and free from political bias. We believe in treating all other Board members and staff with respect and fairness, regardless of their background, identity, beliefs, or political affiliations.

1. **Non-Discrimination:** ASHB is dedicated to providing equal opportunity environment to all board member applicants without regard to race, color, religion, national origin, age, gender, sexual orientation, gender identity or expression, marital status, disability, or any other legally protected status. All new Board members appointments will be based on qualifications, skills, and job performance.

2. Harassment-Free Environment: We are committed to maintaining a workplace free from any form of harassment, including sexual, verbal, physical, or visual harassment. Harassment based on protected characteristics, as well as any behavior that creates an offensive, hostile, or intimidating environment, is strictly prohibited.

Conflict of Interest

ASHB is committed to maintaining the highest standards of integrity, transparency, and ethical conduct. This Conflict-of-Interest Policy is designed to prevent conflicts of interest that could compromise the organization's mission, operations, and reputation.

A conflict of interest arises when an individual's personal interests interfere or could be perceived to interfere, with their ability to impartially and objectively serve the best interests of ASHB.

All directors, officers, employees, and volunteers are required to promptly disclose any actual or potential conflict of interest in connection with their duties and responsibilities at ASHB.

When a conflict of interest is identified, the individuals involved should excuse themselves from discussions and decisions related to the matter. The board or relevant committee will evaluate the disclosed conflict and make decisions in the best interest of ASHB.

In some cases, conflicts of interest can be managed or mitigated through transparency, recusal, or other appropriate measures. The goal is to ensure that organizational decisions are made objectively and without undue influence.

Conflict of Interest Disclosure

To maintain the integrity and transparency of ASHB's operations, all individuals holding positions of responsibility within the organization are required to disclose any potential conflicts of interest.

Disclosures should be made as soon as a potential conflict of interest is identified, whether it arises during or outside of official ASHB activities.

Confidentiality Disclosure

At ASHB, the confidentiality of sensitive information is crucial to maintaining trust, security, and professionalism in our operations.

All Board members are expected to maintain the confidentiality of sensitive information obtained during their involvement with the organization.

Confidential information includes but is not limited to financial data, intellectual property, member data, strategic plans, proprietary processes, and personal information.

Appropriate non-disclosure agreements may be required for individuals with access to particularly sensitive information.

Financial Policy

ASHB is committed to maintaining financial integrity, accountability, and transparency in its financial management practices.

Budgeting: An annual budget will be prepared and approved by the board. The budgeting process will involve input from relevant departments and committees.

Financial Reporting: Regular financial reports will be prepared and provided to the board to ensure transparency and accountability in financial matters.

Spending Controls: Spending must adhere to the approved budget and must be authorized in accordance with the organization's established procedures.

Financial Controls: Appropriate financial controls and internal audit practices will be implemented to safeguard the organization's assets and resources.

Signing Authorities

ASHB's signing authority policy outlines the individuals authorized to sign documents on behalf of the organization.

The bylaws of ASHB specify that for certain documents, execution requires the signature of any two (2) officers or directors. This measure is intended to ensure accountability and proper oversight.

In recognition of the need for efficient decision-making and operational agility, the Chair of the Board is granted full signing authority for the entire Board of Directors.

The Chair's signing authority is authorized for documents related to routine operational matters, contracts, and official communications. The Chair must exercise this authority with caution and ensure that it aligns with the best interests of ASHB.

As bylaws require a significant level of approval to change, ASHB acknowledges the importance of not overburdening the bylaws with details that may need adjustment. Therefore, it is recommended that matters prone to regular updates be outlined in policy documents.

In exceptional cases where immediate decisions are necessary and the Board cannot convene, the Chair's signing authority may be utilized to maintain operational continuity. However, such decisions should be reviewed and ratified by the Board at the earliest possible opportunity.