

## **ETHICS AND PROFESSIONALISM**

The association has adopted three statements regarding expectations for the conduct of its members: a code of ethics, a code of professional conduct, and a conflict of interest policy.

### I. ASSOCIATION CODE OF ETHICS

At the Annual Business Meeting held in Atlantic City, New Jersey in April 1976, the membership voted to approve a code of ethics. All representatives of APPA member institutions are expected to comply with the code in their daily professional activities. The tenets of the code of ethics are:

- A. The administrator (Executive Vice President) shall exemplify and strive to maintain the highest attributes of personal and professional character, honesty, and integrity. He (he/she) will at all times uphold these qualities within himself and encourage them in others.
- B. The administrator will be industrious and display competence over his areas of responsibility while fostering and initiating professional training, growth, and development for himself, his colleagues, and those he presides over.
- C. The administrator will strive for fairness and integrity in the execution of his responsibilities in dealing with personnel, the expenditure of funds, and the awarding of contacts.
- D. The administrator will endeavor to understand and support the goals, policies, and objectives of the institution he serves and strive to carry them out in the most efficient and economical manner possible.
- E. The administrator will foster recognized professional standards and encourage a professional attitude in himself and those with whom he works.

### II. CODE OF PROFESSIONAL CONDUCT

In addition, Article II of the bylaws contains a code of professional conduct for members, the tenets of which are as follows:

- A. In pursuit of the purposes of the association, members shall see to blend the stewardship of physical facilities and assigned resources with the obligation for support services to the mission and programs of the institution.
- B. Members shall maintain the highest level of personal and professional conduct as such conduct may reflect upon the association or the profession.
- C. Members shall maintain professional expertise in facilities management through regular participation in educational events. Members are encouraged to attend an official association or regional educational event every two years.

- D. No member shall abuse any privileges that may be extended as a result of his or her membership or position in the association or institution.
- E. No member shall misrepresent his or her professional status, competence, or experience when applying for or maintaining any employment position where such background is a factor.
- F. No member shall allow the use of his or her name or likeness in a manner so as to misrepresent his or her position or institution, or otherwise mislead the public concerning rank or service.

**III. APPA CONFLICT OF INTEREST POLICY**

All association officers and employees are bound by the conflict of interest policy that was adopted by the Board of Directors in July 1985. The policy reads as follows:

**A. Policy**

The policy requires that all employees and officers avoid situations that may constitute a conflict between personal interests and duties to the association. A conflict of interest exists when an employee's or officer's duty to give undivided loyalty to the association can be prejudiced by actual or potential personal benefit from another source. Employees and officers are expected to avoid investments, interest, or associations that interfere or reasonably might be thought to interfere with the exercise of judgment in the association's best interest.

**B. Definitions**

When used in this policy, unless the context otherwise requires:

1. "Employee" means any salaried employee of the association, including both full-time and part-time employees.
2. "Officer" means any officer or director of the association, whether elected or appointed.
3. "Gift" means a rendering of money, property, services discount, loan forgiveness, payment of indebtedness, or anything else of value in return for which legal consideration of equal or greater value is not given and received.
4. "Disclosure" means a written report filed with the Executive Vice President (Executive Committee in case of the Executive Vice President) within ten working days following the receipt of a gift.
5. "Immediate family members" mean the spouse or minor children.

**C. GOODS AND SERVICES**

An employee or officer, including their immediate family members, shall not sell any goods or services to the association having a value in excess of \$500.00 for each transaction or cumulative annual value in excess of \$1,000.00. An employee or officer who has or reasonably anticipates having, an ownership interest in, an executive position in, or another remunerative relationship with

participate in preparing specifications, qualifying vendors, or selecting successful bidders for goods and services in which they have an interest.

**D. GIFTS**

An employee or officer, including immediate family members, shall not, directly or indirectly, solicit, accept, or receive any gift having value in excess of \$50 in any one occurrence when a donor's official action for the association or lack of official action will potentially have a material effect on the interest of the donor.

**E. DISCLOSURE**

An employee or officer shall disclose in writing the nature, amount, date, and donor of any gift made to the employee or officer and immediate family members that exceeds \$25.00 in value in any one occurrence.

**F. EXPECTATIONS**

An exception to this policy may be granted on a case-by-case basis by a majority vote of the Executive Committee. However, such exemptions shall not waive the disclosure requirement.

**G. ACKNOWLEDGMENT**

An employee or officer shall acknowledge and agree to abide by the provisions of this policy before accepting a position with the association.