

CODE OF PROFESSIONAL CONDUCT

I. PURPOSE

This Code of Professional Conduct establishes ethical and professional standards for APPA members. The purpose of this code is to:

- Define the professional and ethical obligations of APPA members
- Foster a culture of integrity, excellence, and mutual respect within the facilities management profession
- Guide members in navigating ethical challenges and professional dilemmas
- Support APPA's mission to advance educational facilities excellence through professional conduct
- Maintain public trust in the educational facilities management profession
- Provide a framework for accountability when professional standards are not met

APPA members are leaders and stewards of educational facilities who serve the broader mission of their institutions. This code recognizes that members' professional conduct reflects not only on themselves and their institutions, but on APPA and the entire facilities management profession. By upholding these standards, members advance the profession and contribute to the success of educational institutions.

This code applies to all APPA members in their professional capacity and in their interactions with APPA, its programs, and the broader facilities management community.

Applicability

This Code applies to all APPA members regardless of membership category, including Institutional Members and their representatives, Business Partner Members, and Individual Members (Student, Retired, and Emeritus). APPA's recognized affiliates may adopt this Code as a model for their own codes of professional conduct.

II. CORE PROFESSIONAL STANDARDS

APPA members commit to the following professional standards:

A. Stewardship and Service

Members shall serve as responsible stewards of their institutions' facilities and resources, recognizing that effective facilities management directly supports student success, teaching, research, and the broader educational mission. Members balance fiscal responsibility with the need to create safe, functional, and inspiring learning environments.

B. Professional Excellence

Members shall maintain and continuously develop their professional knowledge, skills, and competencies through ongoing learning, professional development, certification, and engagement with the educational facilities management community.

C. Integrity and Honesty

Members shall conduct themselves with honesty, transparency, and integrity in all professional matters. Members provide accurate information, honor commitments, and take responsibility for their decisions and actions.

D. Respect and Professionalism

Members shall treat colleagues, staff, students, vendors, and all stakeholders with respect, dignity, and professionalism. Members foster inclusive, collaborative work environments free from harassment, discrimination, and unprofessional conduct.

E. Institutional Loyalty

Members shall act in the best interests of their employing institutions, avoiding conflicts of interest and situations that could compromise professional judgment or institutional trust.

F. Safety and Regulatory Compliance

Members shall prioritize the health, safety, and well-being of all facility users. Members ensure compliance with applicable laws, regulations, codes, and institutional policies governing facilities operations.

G. Sustainability and Environmental Stewardship

Members shall promote sustainable practices and environmental responsibility in facilities management. Members balance operational needs with long-term environmental impact and resource conservation.

III. SPECIFIC PROFESSIONAL OBLIGATIONS

A. Accurate Representation

Members shall accurately represent their qualifications, experience, and professional credentials. Members shall not:

- Misrepresent their professional status, competence, or experience when applying for or maintaining employment positions
- Falsely claim credentials, certifications, or educational achievements they do not possess
- Use their APPA membership or participation to imply qualifications or expertise beyond their actual capabilities

B. Proper Use of Position and Resources

Members shall not abuse privileges extended as a result of their position or APPA membership. Members shall:

- Use institutional resources and authority appropriately and only for legitimate business purposes
- Avoid using their position for personal gain or to provide improper advantage to others
- Maintain appropriate boundaries between professional and personal interests

C. Professional Representation

Members shall not allow the use of their name, likeness, or position in a manner that misrepresents their role, their institution, or APPA. Members shall:

- Clearly distinguish between personal opinions and official institutional positions
- Not represent themselves as speaking on behalf of their institution or APPA without proper authorization
- Exercise care when their professional identity could be perceived as institutional or Association endorsement

D. Conflicts of Interest

Members shall identify and appropriately manage situations where personal interests could conflict with professional duties. Members shall:

- Disclose conflicts of interest to appropriate parties
- Recuse themselves from decisions where conflicts exist
- Avoid situations that create the appearance of impropriety or compromised judgment

E. Vendor and Business Relationships

Members shall maintain ethical relationships with vendors, contractors, and business partners, basing decisions on merit and institutional best interests while avoiding conflicts of interest and maintaining transparency in procurement processes.

IV. PROFESSIONAL DEVELOPMENT AND COMMUNITY ENGAGEMENT

A. Commitment to Lifelong Learning

Members commit to continuous professional growth and development throughout their careers. This commitment includes:

- Staying current with industry trends, emerging technologies, and best practices in educational facilities management

- Pursuing relevant professional development opportunities, certifications, and advanced education
- Engaging with professional literature, research, and knowledge resources
- Seeking opportunities to expand competencies and develop new skills

B. Participation in the Professional Community

Members are encouraged to actively contribute to the facilities management profession and APPA's professional community. This may include:

- Participating in APPA conferences, workshops, and professional development programs
- Engaging with regional and chapter activities
- Sharing knowledge and expertise with colleagues through presentations, publications, or mentoring
- Contributing to the advancement of the profession through research, innovation, or leadership

C. Mentoring and Knowledge Sharing

Members are encouraged to support the professional growth of colleagues and emerging facilities professionals through:

- Mentoring early-career professionals
- Sharing expertise and best practices with peers
- Contributing to APPA's Body of Knowledge and professional resources
- Supporting the development of future facilities leaders

D. Commitment to the Profession

Members advance the facilities management profession by:

- Promoting professional standards and ethical conduct among colleagues
- Advocating for the value and importance of facilities management in educational institutions
- Supporting initiatives that enhance the profession's reputation and effectiveness
- Contributing to the broader understanding of facilities management's role in educational excellence

V. ACCOUNTABILITY AND ENFORCEMENT

A. Scope of Application

This Code of Professional Conduct primarily applies to:

- Member conduct in APPA activities, programs, conferences, and meetings

- Member interactions with APPA staff, leadership, and other members in professional contexts
- Use of APPA membership credentials, name, and affiliation
- Service on APPA committees, task forces, and leadership positions

Members' professional conduct within their employing institutions is governed by their institutions' policies and procedures. APPA respects institutional authority over workplace conduct matters.

B. Member Responsibility

Each member is personally responsible for understanding and adhering to this Code. APPA membership constitutes acknowledgment of and commitment to uphold these professional standards.

New members affirm their commitment to this Code upon joining APPA. Members may be periodically reminded of these professional standards through APPA communications.

C. Addressing Violations

Members who observe potential violations involving APPA activities or the use of APPA credentials are encouraged to report concerns to APPA staff or Board leadership. Reports will be handled with appropriate confidentiality and due process.

Violations of this Code may result in consequences including suspension or termination of APPA membership in accordance with the Membership Policy. The nature and severity of consequences will be proportionate to the violation.

D. Due Process

Members accused of Code violations will be:

- Notified of allegations and given opportunity to respond
- Treated fairly and objectively throughout any review process
- Afforded the right to appeal disciplinary decisions to the Board of Directors

Specific procedures for investigation, disciplinary action, and appeals are established in the Membership Policy.

E. Relationship to Other Policies

This Code works in conjunction with other APPA policies including the Conflict of Interest Policy, Membership Policy, and policies governing specific APPA programs and activities. When conduct violates multiple policies, APPA may address violations through the most appropriate policy framework.

VI. POLICY ADMINISTRATION

Authority

The Board of Directors establishes and maintains this Code of Professional Conduct. The CEO has authority to interpret and administer this Code in day-to-day situations. The CEO may consult with the Board Chair or Executive Committee when guidance is needed on interpretation or application.

Member Education and Access

APPA shall provide this Code to new members upon joining and make it readily accessible to all members through the Association's website and member resources. The Code shall be included in new member orientation materials and referenced in relevant APPA communications.

Amendments

Minor and Administrative Changes: The CEO may make minor or administrative changes to this Code (such as updating titles, contact information, or clarifying language) without Board approval, provided such changes do not materially alter professional standards or enforcement provisions.

Substantive Changes: Substantive changes to professional standards, scope of application, or enforcement frameworks require approval by the Board of Directors.

All amendments shall be communicated to the membership in a timely manner.

Policy Review

This Code shall be reviewed as needed, with a comprehensive review conducted at least every three years to ensure alignment with:

- APPA's strategic priorities and values
- Current professional standards and best practices in educational facilities management
- Evolving expectations for professional conduct
- Feedback from members and stakeholders

Effective Date

This Code of Professional Conduct was adopted by the APPA Board of Directors on [DATE] and supersedes all previous codes of conduct.

Questions

Questions regarding this Code should be directed to:

- Chief Executive Officer
- Email: [contact information]
- Phone: (703) 684-1446

Approved by:

Board Chair

Date

Last Reviewed: [DATE]

Next Review Due: [DATE]

END OF CODE