



Code of Conduct Policy

Purpose

This Code of Conduct establishes the standards of behavior expected of all members, participants, and stakeholders of ASAP. It is designed to foster a respectful, inclusive, and professional environment across all association activities, including training, certification, networking events, and online platforms.

1. Respect and Inclusivity

- Treat all individuals with respect, fairness, and dignity.
- Promote diversity and inclusion.
- Avoid discriminatory, harassing, or bullying behavior.

Examples of Violations:

- Making offensive or discriminatory remarks.
- Excluding individuals based on race, gender, or background.
- Engaging in intimidation or harassment.

2. Confidentiality

- Respect the confidentiality of proprietary, personal, and sensitive information.
- Avoid unauthorized sharing of materials or discussions.

Examples of Violations:

- Sharing proprietary training content without permission.
- Disclosing sensitive business information from member interactions.
- Recording or distributing event content without authorization.

3. Compliance with Laws and Policies

- Abide by all applicable laws and association policies.
- Ensure accuracy in certifications and representations.

Examples of Violations:

- Violating copyright laws by distributing materials.
- Engaging in fraudulent activity related to certification exams.
- Ignoring event registration or cancellation policies.

4. Event Conduct

- Behave professionally at all association events.
- Respect event guidelines and fellow participants.

Examples of Violations:

- Disruptive behavior at in-person or virtual events.
- Aggressive solicitation or promotion of unrelated services.
- Harassing speakers or attendees.

Handling Violations

If a person is found by the Association to have engaged in conduct that violates this policy, appropriate action will be taken, which may include, but is not limited to, expulsion from the event, restriction from attendance at future ASAP events, and/or withdrawal of membership. Individuals who witness, become aware of, or experience conduct in violation of this policy should report such conduct to the Chief Executive Officer.