



Code of Conduct Policy

The AzAAP is committed to providing its members, liaisons, volunteers, and staff with an environment that is free from all forms of harassment, intimidation, hostility, or other offensive treatment. As representatives of the AzAAP, all members are expected to treat others with respect and professionalism and act within generally acceptable social behaviors.

It is a core belief of the AzAAP Board of Directors that everyone carrying out the important work of AzAAP feel safe and free from offensive behaviors. This Code of Conduct is intended to maintain and protect an environment free from all offensive and unprofessional treatment. This treatment includes rude and aggressive behaviors, inappropriate communication, and harassment.

Harassment can take many forms. It may be, but is not limited to, verbal or written communication, physical contact, photographs, jokes, body language and gestures, and intimidation. It can be intentional or unintentional but unwelcome, unwanted, and harmful to the recipient and/or others.

Inappropriate actions or comments based on an individual's race, color, ethnicity, national origin, age, religion, gender, gender identity, sexual orientation, disability, military/veteran status, marital/partner status, parental status, or other classification will not be tolerated.

This policy applies to all AzAAP-related functions, whether held at the AzAAP offices or off-site, including meetings, continuing medical education (CME) courses, networking and social events, travel to and from events, or any other function in which a member is representing the AzAAP. This policy also includes all forms of written communication.

If a member believes that they or another member of affiliate of the AzAAP has potentially been subjected to a form of harassment, offensive treatment, or any violation of this Code of Conduct, that member should report the alleged conduct immediately to the AzAAP Chief Executive Officer (CEO) or current President for guidance. The AzAAP takes every allegation very seriously and will promptly and thoroughly evaluate each reported incident. Each allegation of harassment will be investigated according to the procedures in this Code of Conduct policy.

Confidentiality is a high priority and will be protected to the greatest extent possible. Members involved a Code of Conduct investigation should maintain confidentiality and only discuss the matter with the parties leading the investigation.

Member Disciplinary Action and Due Process

The Board of Directors may terminate, suspend, or otherwise restrict the membership of any AzAAP member if a majority of the members of the Board of Directors find that the conduct of the member in question has been in knowing violation of the bylaws or other lawful rules or policies adopted by the AzAAP or has been otherwise prejudicial to the best interests of the AzAAP. Without limiting the generality of the foregoing, the following will be considered to be examples of conduct or conclusive evidence of conduct that is prejudicial to the best interests of the AzAAP and, therefore, subject to disciplinary action:

- Harassment of AzAAP members or staff, or false allegations of harassment
- Grossly immoral, dishonorable, or unprofessional conduct

- Participating in communications to the public that convey false, untrue, deceptive, or misleading information through statements, testimonials, photographs, graphics, or other means or that omit material information without which the communication would be deceptive
- Releasing or distributing confidential data or information acquired through AzAAP volunteer position
- Limitation or termination of any right associated with the practice of medicine in any state, province, or country, including disciplinary action by any medical licensing authority, entry into a consent order, or the voluntary surrender of the license to practice
- Improper financial dealings, including, but not limited to, fee splitting with another physician or the payment or acceptance of rebates of fees for services or appliances
- Medical incompetence
- Conviction of a felony or any crime relating to or arising out of the practice of medicine or involving moral turpitude
- Failure or refusal to cooperate reasonably with an investigation by the AzAAP of a disciplinary matter

Allegations of member misconduct may be made by an individual, committee, or other AzAAP entity and communicated to the CEO, President, or other AzAAP officer. Depending on the nature, severity, complexity, or sensitivity of the alleged conduct, the matter may be referred to the Executive Committee. Referral will be at the discretion of the CEO, in consultation with the President.

Matters referred to the Executive Committee will be promptly investigated by appropriate AzAAP executive leadership to conduct an initial fact-finding process. This process may include interviews with involved parties, witnesses, or other individuals suspected to have knowledge relevant to the situation. Initial findings will be reported to the Executive Committee, which will make a final determination of the facts. The Executive Committee may recommend disciplinary action which may include, but is not limited to, removal from an AzAAP volunteer position, restriction of AzAAP leadership positions, notification of the incident to the member's current institution or employer's ethics officer, prohibition from future participation in any AzAAP volunteer or elected position or employment, and/or suspension or termination of AzAAP membership. Disciplinary actions, outside of removal of an elected position or termination of AzAAP membership, will be approved, amended, or disapproved by the Executive Committee within 30 days.

Removal of Elected Position or Termination of AzAAP Membership

In the event the Executive Committee determines a recommendation of removal of elected position or termination of AzAAP membership, the matter will be referred to the full Board of Directors. The Board of Directors shall approve, amend, or disapprove the recommendations of the Executive Committee within 30 days.

Matters referred to the Executive Committee will include a statement of allegation(s), documentation, and comments and recommendation(s) of the CEO and President. At the next available meeting of the Board of Directors, the committee will consider the statement of allegation(s), documentation, and comments and the recommendation(s) of the CEO and may approve, amend, or disapprove recommended actions. Any member named in such proceedings will be notified of the Board of Directors meeting at least 30 days prior to the date of the meeting. Members, if they so choose, will be given the opportunity to appear before the Board of Directors to explain their position and provide a brief written statement in advance of the meeting that summarizes their position. The cost of travel and any other expenses related to participating will be borne by the member. The decision of the Board of Directors will be considered final.

In the event that the Board of Directors resolves to terminate or suspend the membership of a member, the member will be so notified by a letter sent via certified mail with return receipt and will be advised of the right to impartial review. For other potential restrictions of membership, the member shall be notified in writing via email or similar mechanism. If any involved party is dissatisfied with the investigation process or resolution, they can submit a written appeal to the full Board of Directors requesting an in-person review.