

## Association of Surgical Technologists Professional Code of Conduct

The professional conduct of individuals serving AST and its constituent divisions in appointed and elected positions shall reflect the highest standards. The AST Professional Code of Conduct requires that members in appointed or elected positions shall:

1. Refrain from any behavior that would be determined by the Board of Directors to be discriminatory, harassing, or unprofessional to include verbal or written personal statements regarding fellow members.
2. Maintain confidentiality of association business and matters under review or investigation at all times.
3. Adhere to the bylaws and policies and procedures of the association at all times when conducting business in any capacity.
4. Provide just and equitable treatment to all members and staff of the association in terms of professional rights and responsibilities.
5. Not use coercive means or promise special treatment in order to influence professional decisions of fellow members.
6. Accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, or offer any favor, service, or thing of value to obtain special advantage.
7. Not use the association or one's position in the association for private gain.
8. Present professional qualifications and credentials honestly to the association, membership, and public at all times.
9. Honestly represent the association or the constituent division with which that person is affiliated and shall refrain from expressing personal opinions that are contradictory to the association's positions.
10. Follow this Code of Conduct and report without hesitation to the Board of Directors any fellow member who violates this code.

The Board of Directors has the sole authority to determine violations of this Code of Conduct and enforce the approved Protocol for Code of Conduct violations.

The Chief Executive Officer of AST has the sole authority to determine violations of this Code of Conduct and enforce the approved Protocol for Code of Conduct violations regarding staff.

## Association of Surgical Technologists Protocol for Code of Conduct Violations

Code of Conduct violations pertaining to state assemblies shall first be reported in writing to the state assembly Board of Directors, and the state assembly president shall notify the AST Board that a review has been initiated. Violations pertaining to AST committees shall be reported directly to the AST Board of Directors.

1. Written complaint to the Board of Directors alleging violation(s) of Code of Conduct is required to initiate the process. The complaint must be received within 30 days of the incident.
2. The president will have seven days after receiving complaint to notify the member of the allegation, inform the member of an official review, and require a written response. Board of Directors will be provided with appropriate documentation.
3. The member will have 10 days to respond in writing.
4. The president will forward the response to the Board of Directors within seven days of receiving the member's response to the allegation(s).
5. The president will call for a Board conference call or meeting to review the alleged Code of Conduct violation and render a decision.
6. The Board's decision will define the severity of the Code of Conduct violation and may issue a warning or take other disciplinary action. The parties to the complaint will be notified of the decision within five days.
7. The state assembly president will notify the AST Board of Directors of the outcome immediately upon completion of the review.
8. Elected officials are subject to disciplinary action in accordance with AST Bylaws and/or Policy and Procedure Manual.

This process will take no longer than 45 days to complete.

Timeline		
Complaint initiated	7 days	President responds to complaint
Member response	10 days	Member to respond to the president
Board notification	7 days	Relay member's response to the Board
Board conference call/meeting	16 days	Board deliberation and decision
Parties notified	5 days	President notifies parties of decision
Total days	45 days	From complaint to Board action