



Ethics Policy

The Board of Directors has adopted the following ethics policy for its Board of Directors, committee members, and elected Association Representatives. This policy is intended to clarify the standards of conduct by providing guidance with ethical issues that would arise as a conflict of interest as well as a mechanism for addressing unethical conduct.

A. GENERAL RESPONSIBILITIES

The general duties for EASMC Board of Director members, committee members, and Association Representatives are to enforce and comply with the Association's governing documents, collect and preserve the Association's financial resources, ensure the Association's assets against loss, and faithfully carry out responsibilities in the interest of the Association. To fulfill these responsibilities, it is expected that members must perform the following.

- Regularly attend Board of Director meetings, committee meetings, and Representative Assembly meetings.
- Review material provided in preparation for the meetings.
- Review the Association's financial reports.
- Make reasonable inquiry before making decisions.
- Conduct all Association affairs with integrity and without deception.

B. PROFESSIONAL CONDUCT

Directors, committee members, and representatives must conduct all dealings with vendors, employees, and public officials with honesty and fairness, and safeguard information that belongs to the Association.

1. Self-Dealing. Self-dealing occurs when directors, committee members, or representatives make decisions that materially benefit themselves or their immediate family at the expense of the Association. "Immediate family" includes a member's parent, spouse or spouse equivalent, child, grandparent, grandchild, sibling, mother- or father-in-law, sister- or brother-in-law, or daughter- or son-in-law of the EASMC board member, committee member, or association representative. Benefits include money, privileges, special benefits, gifts, or other items of value that exceeds in the aggregate \$150 in value during the membership year. Accordingly, no director, committee members, or association representative may:
 - a. Solicit or receive any compensation from the Association for serving on the board, committee, or RA;

- b. Make promises to vendors or public officials unless with prior approval from the Board of Directors;
 - c. Solicit or receive any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their family members from a person, public official, or vendor who is seeking a business or financial relationship with the Association;
 - d. Seek preferential treatment for themselves or their immediate family members;
 - e. Foster relationships with public officials as a EASMC director, committee member, or representative without the express prior approval of the President or Board of Directors;
 - f. Use Association property, services, equipment or business for the gain or benefit of themselves or their immediate family, except as is provided for all members of the Association.
2. Confidential Information. Directors, committee members, and representatives are responsible for protecting the Association's confidential information. As such, they may not use confidential information for the benefit of themselves or their immediate family members. Except when disclosure is duly authorized or legally mandated, no director, committee member, or representative may disclose confidential information. Confidential information includes, without limitation:
- a. Private personal information of members of the Association;
 - b. Private personnel information of the Association's employees;
 - c. Disciplinary actions against members of the Association;
 - d. Assessment collection information of members of the Association;
 - e. Information obtained by reason of position that is not available to the general membership of the Association; and
 - f. Negotiations and legal disputes in which the Association is or may be involved – directors, committee members, and representatives may not discuss such matters with persons, including public official such as County employees or Board of Education members, without the prior approval of the Association's legal counsel. Failure to follow these restrictions could constitute a breach of the attorney-client privilege and loss of confidential information.
3. Misrepresentation. Directors, committee members, and representatives may not knowingly misrepresent facts about the Association or their position in the Association. All Association data, records, and reports must be accurate and truthful and prepared in a proper manner.
4. Interaction with Employees and Public Officials. To ensure efficient operations, avoid conflicting public messages, and avoid potential liability, directors, committee members, and representatives shall observe the following guidelines:

- a. The President of the Association shall serve as the spokesperson for the Association as well as liaison between the Board and EASMC employees to provide direction on day to day matters.
 - b. Except for the President, directors, committee members, and association representatives may not give direction or confidential information to vendors, EASMC employees, or public officials.
 - c. If directors, committee members, or association representatives are contacted by public officials, the public official shall be instructed to contact the President of the Association, the Executive Director, or the EASMC office.
 - d. If directors, committee members, or association representatives are contacted by rank and file members with complaints, the rank and file members shall be instructed to contact the President, Executive Director or the EASMC office.
 - e. If directors, committee members, or association representatives are contacted by rank and file members with representation issues related to the contract or discipline, the rank and file members shall be instructed to contact their assigned MSEA UniServ Director.
 - f. No director, committee member, or representative may threaten or retaliate against a member who brings information to the Board or Review Board regarding improper actions of a director, committee member, or representative.
 - g. Directors, committee members, and representatives are prohibited from harassing or threatening employees, vendors, directors, committee members, and representatives, whether verbally, physically or otherwise.
5. Proper Decorum. Directors, committee members, and representatives are obligated to act with proper decorum. Although they may disagree with the opinions of others on the board, committee or RA or they may disagree with adopted positions of the Association, they must act with respect and dignity and not make personal attacks on others in the Association. Accordingly, directors, committee members, and representatives must focus on issues, not personalities, and conduct themselves in accordance with the Association's adopted position and with courtesy toward each other and toward employees, management, vendors, and members of the Association. Directors, committee members, and representatives shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board's decision.

C. WHEN CONFLICTS OF INTEREST ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors, committee members, and representatives should immediately raise such situations with the Board of Directors. If appropriate, the Board of Directors will seek guidance from the Review Board or from the Association's legal counsel.

- 1. Disclosure & Recusal. Directors, committee members, and representatives must immediately disclose the existence of any conflict of interest, whether their own or others. Directors, committee members, and representatives must withdraw from participation in decision in which they have a material interest.

2. Violations of Policy. Directors, committee members, and representatives who violate the Association's Ethic's Policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary action, including but not limited to:
 - a. Censure;
 - b. Removal from committees or the RA;
 - c. Removal as an officer of the Board;
 - d. Request for resignation from the Board or as representative;
 - e. Recall by the membership, and
 - f. Legal proceedings.

Prior to taking any of the actions described above, the Board shall require the Review Board to investigate the violation. The Review Board shall review the evidence, meet with the director/committee member/representative believed to be in violation, confer with the Association's legal counsel, and present his/her findings and recommendations to the EASMC Board of Directors for appropriate action. The Board of Directors shall endeavor to meet with the director/committee member/representative in executive session prior to imposing disciplinary action against that person.

D. PLEDGE

I have read the Ethics Policy and pledge to act in accordance with my obligations as described above.

Approved by BOD 01-26-17