

**ETHICAL BEHAVIOR
OF THE
AEROSPACE MEDICAL ASSOCIATION**

Ethics Policy

We, as the Aerospace Medical Association members, dedicate ourselves to carrying out the mission of this organization. We will:

1. Recognize the primary function of the Aerospace Medical Association at all times is to apply and advance scientific knowledge to promote and enhance the health, safety and performance of those involved in aerospace and related activities.
2. Accept as a personal duty the responsibility to keep up to date on emerging aviation, space and environmental medicine issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Respect the structure and responsibilities of the AsMA Council, provide them with facts and advice as a basis for their policy making decisions, and uphold and implement policies adopted by the Council.
4. Keep the aerospace medicine community informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
6. Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
7. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
8. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
9. Avoid any interest or activity that is in conflict with the conduct of our official duties.
10. Respect and protect privileged information to which we have access in the course of our official duties.

11. Strive for personal and professional excellence and encourage the professional development of others.

Endorsement Policy

The Aerospace Medical Association shall only endorse ethically conducted scientific research. If the research involves the use of animals, the research must have been approved (unless exempted) by an appropriate Institutional Animal Care and Use Committee following the laws and guidance of the United States National Institutes of Health, Office of Laboratory Animal Welfare. If the research involves the use of human subjects, the research must be approved (unless exempted) by an appropriate Institutional Review Board or Ethics Review Board following the laws and guidance of the United States Food and Drug Administration and of the United States Department of Health and Human Services, Office for Human Research Protections. The Institutional Review Board shall follow the guidance of the Belmont Report, the Declaration of Helsinki, and other pertinent professional codes of ethics related to the protection of human research subjects.

The Aerospace Medical Association shall only endorse or accept for membership or affiliation, corporations, businesses, advertisers, exhibitors, donors, and other groups or organizations that are legal by United States law, of good reputation, and whose business or functional activities are congruent with the mission and goals of the Aerospace Medical Association.

Conflict of Interest Policy

The Aerospace Medical Association is a non-profit, tax exempt organization. Maintenance of its tax exempt status is important both for its continued financial stability and for the receipt of contributions and public support. Therefore, the Internal Revenue Service as well as state corporate and tax officials, view the operations of the Aerospace Medical Association as a public trust which is subject to scrutiny by and accountability to such governmental authorities as well as to members of the public.

Consequently, there exists between the Aerospace Medical Association and its Council, Executive Committee, officers, directors and management employees a fiduciary duty which carries with it a broad and unbending duty of loyalty and fidelity. The Council, Executive Committee, officers, directors, management employees and members have the responsibility of administering the affairs of the Aerospace Medical Association honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of the Aerospace Medical Association. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Aerospace Medical Association or knowledge gained thereof for their personal benefit. The interests of the organization must have the first priority in all decisions and actions.

This statement is directed not only to Council/Executive Committee members officers and directors, but to all employees and members who can influence the actions of the Aerospace Medical Association. For example, this would include all who make purchasing decisions, all other persons who might be described as “management personnel,” and all who have proprietary information concerning the Aerospace Medical Association.

Conflicts of interest may arise in the relations of Council/Executive Committee members, officers, directors, management employees and members with any of the following third parties:

1. Persons and firms supplying goods and services to the Aerospace Medical Association.
2. Persons and firms from whom the Aerospace Medical Association leases property and equipment.
3. Persons and firms with whom the Aerospace Medical Association is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting the Aerospace Medical Association.
6. Agencies, organizations, and associations which affect the operations of the Aerospace Medical Association.
7. Family members, friends, and other employees.

A material conflicting interest may be defined as an interest, direct or indirect, with any persons and firms mentioned above. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with the Aerospace Medical Association.
2. Holding office, serving on the board, participating in management, or otherwise employed (or formerly employed) in any third party dealing with the Aerospace Medical Association.
3. Receiving remuneration for services with respect to individual transactions involving the Aerospace Medical Association.
4. Using the Aerospace Medical Association’s time, personnel, equipment, supplies, or good will for other than the Aerospace Medical Association’s approved activities, programs, and purposes, except that minor, reasonable use is allowable at the discretion of the Executive Director, Executive Committee, or Council.

5. Receiving personal gifts or loans from third parties dealing with the Aerospace Medical Association. Receipt of any gift is disapproved except gifts of nominal value which could be refused without discourtesy. No personal gift of money should ever be accepted. Honoraria can be accepted for services provided.

The areas of conflicting interest listed, and the relations in those areas which may give rise to conflict, are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, management employees and members will recognize such areas and relation by analogy.

The fact that one of the interests described above exists does not mean necessarily that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material that upon full disclosure of all relevant facts and circumstances that it is necessarily adverse to the interests of the Aerospace Medical Association.

However, it is the policy of the Council that the existence of any of the interests described shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the Council, Executive Committee, officers, directors, management employees and members to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

Disclosure should be made according to the Aerospace Medical Association procedures.

1. Duty to Disclose – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Council or Executive Committee.
2. Recusal of Self – Any interested person may recues himself or herself at any time from involvement in any decision or discussion in which the interested person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. Determining Whether a Conflict of Interest Exists – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Council or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Council or Executive Committee members shall decide if a conflict of interest exists.
4. Procedures for Addressing the Conflict of Interest
 - a. An interested person may make a presentation at the Council or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and vote on, the transaction or arrangement involving the possible conflict of interest.

- b. The President shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Council or Executive Committee shall determine whether the Aerospace Medical Association can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Council or Executive Committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the Aerospace Medical Association's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
5. Violations of the Conflict of Interest Policy
- a. If the Council or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Council or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
6. The minutes of the Council or Executive Committee shall contain:
- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Council's or Executive Committee's decision as to whether a conflict of interest in fact existed.
 - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Member / Employee Protection (Whistleblower) Policy

If any member or employee reasonably believes that some policy, practice, or activity of the Aerospace Medical Association is in violation of law, a written complaint must be filed by that member or employee with the Executive Director or the Aerospace Medical Association President. It is the intent of the Aerospace Medical Association to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members and employees is necessary to achieving compliance with various laws and regulations. A member or employee is protected from retaliation only if the member or employee brings the alleged unlawful activity, policy, or practice to the attention of the Aerospace Medical Association and provides the Aerospace Medical Association with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members and employees that comply with this requirement.

The Aerospace Medical Association will not retaliate against a member or employee who in good faith, has made a protest or raised a complaint against some practice of the Aerospace Medical Association, or of another individual or entity with whom the Aerospace Medical Association has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Aerospace Medical Association will not retaliate against members or employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Aerospace Medical Association that the member or employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Confidentiality Policy

It is the policy of the Aerospace Medical Association that trustees and employees of the Aerospace Medical Association may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Aerospace Medical Association to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Aerospace Medical Association has authorize disclosure. Trustees and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for the Aerospace Medical Association. This policy is not intended to prevent disclosure where disclosure is required by law.

Trustees, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition,

trustees and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a trustee's term in office or upon the termination of an employee's, volunteer's or contractor's relationship with the Aerospace Medical Association, he/she shall return, at the request of the Aerospace Medical Association, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Non-Discrimination and Anti-Harassment Policy

The Aerospace Medical Association is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability or sexual orientation. It is the policy of the Aerospace Medical Association to comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, the Aerospace Medical Association is committed to maintaining a work environment that is free of unlawful discrimination and harassment. Accordingly, the Aerospace Medical Association will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our home office facilities by anyone, including any supervisor, co-worker, vendor, client, or customer of the Aerospace Medical Association.

Unlawful discrimination includes treating someone less well in opportunities for work, promotions, shifts, overtime or other conditions of employment because of his/her race, national origin, sex, age, religion, disability or other protected attribute. Harassment consists of unwelcome or unwanted conduct, whether verbal, physical or visual, that is based upon a person's protected status. Examples of unlawful harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her race, national origin, sex, disability, age, religion or other protected attribute.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to the following conduct by any employee, whether male or female:

1. Unwanted sexual advance or propositions

2. Offering employment benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”
5. Jokes about gender-specific traits
6. Making sexual gestures or comments
7. Displaying sexually suggestive objects, pictures, cartoons or posters
8. Impeding or blocking another’s movement
9. Physical contact, such as patting, pinching, or brushing against another’s body
10. Continued requests for a date after a rejection

Acknowledgement

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.



**Aerospace Medical Association
Council/Executive Committee Member/Employee Acknowledgement**

This is to certify that I have read and understand the Ethical Behavior policies of the Aerospace Medical Association. I was given the opportunity to ask questions related to these policies. The Executive Director clarified, to my satisfaction, any policies that were confusing or difficult to understand.

**Council/Executive Committee Member/Employee Name
(Please Print)**

Date

Council/Executive Committee Member/Employee Signature

Date



Aerospace Medical Association Conflict of Interest Disclosure Form

Date: _____

Name: _____

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action, of the Aerospace Medical Association conflicts with the personal interests, financial or otherwise, of that of an AsMA member, or an immediate family member of an AsMA member, or that of the AsMA member's employer (collectively "your personal interests").

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between the Aerospace Medical Association and your personal interests, financial or otherwise:

_____ I have no conflict of interests to report

I have the following conflicts of interest, or potential conflicts of interest, to report:

1. _____
2. _____
3. _____

I have reviewed the Aerospace Medical Association conflict of interest policy and I understand that it is my obligation to disclose a conflict of interest, or appearance of a conflict, to the AsMA President or Executive Director when a conflict, or appearance of a conflict, arises and that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

Signature: _____ Date: _____