

The purpose of this Code of Conduct is to establish uniform rules of conduct for all ASCP volunteers in support of ASCP's mission to provide excellence in education, certification, and advocacy on behalf of patients, pathologists, and laboratory professionals; to reinforce the expectation that all individuals (volunteers, staff, members, and customers) participating in ASCP activities are treated professionally and with respect at all times; and to affirm the organization's standing policy of strict observance of legal and ethical standards that apply in the jurisdictions in which the Society conducts its business.

ASCP's volunteers are selected based on their demonstrated expertise and commitment. Each volunteer is unique and ASCP draws its strengths from the diversity of experience and views of its volunteers working together to best serve the interests of ASCP.

Volunteers will be most successful if they become familiar with the responsibilities and functions of the board, committee or other position for which they have been selected; prepare and actively participate in all meetings; and seek the assistance and guidance of staff and other experts as appropriate in carrying out their duties.

As individuals rise through the ranks as volunteers, they generally assume increasing responsibilities for the Society. They ultimately may serve as Directors in which capacity they are responsible for the governance of the Society and for ensuring its programmatic and fiscal viability for future generations. At all times, volunteers must put the overall interests of ASCP above the interests of any particular segment or constituency within the Society and above their own personal or professional interests.

Volunteers are expected to set an example for the members and staff by adhering to the highest possible legal and ethical standards. This includes strict adherence to ASCP's policies to avoid conflicts of interest and to protect confidential information received from ASCP.

At the same time, volunteers are prohibited and may be barred from ASCP activities for conduct which, in the determination of Board of Directors, is detrimental to the best interests of the Society. Examples of conduct that will constitute a violation of the Code of Conduct include but are not limited to any of the following activities with respect to the Society or any member, volunteer, employee, or customer:

- Engaging in behavior that is verbally or physically assaulting, harassing, coercing, intimidating or threatening or otherwise violates ASCP's Anti-Harassment Policy.
- Engaging in behavior that breaches the confidentiality of ASCP proprietary or privileged information.
- Failing to provide complete and accurate information to ASCP regarding actual or potential conflict of interests.
- Stealing, destroying or attempting to do malicious damages to ASCP property, including ASCP's intellectual property.
- Falsifying information or refusing to cooperate in any investigation conducted by ASCP.
- Engaging in illegal behavior, whether during the course of activities in connection with ASCP's mission or work or otherwise.

ASCP reserves the right to amend its rules of conduct as ASCP may deem necessary.

I. Background

ASCP promotes an environment of respect, fairness, integrity, and inclusiveness.

ASCP's commitment to these values is reflected in its Harassment-Free Workplace policy, which prohibits sexual and discriminatory harassment against ASCP employees, whether the harassment is committed by an employee, member, volunteer, vendor, exhibitor or other party.

This ASCP Anti-Harassment Policy further promotes ASCP's values by defining the expectations for all participants at any ASCP meeting. When used in this policy, "meeting" refers to a coming together of two or more persons in connection with the mission or work of ASCP, whether or not such persons are ASCP members. When used in this policy, "participant" refers to any one present at any ASCP meeting, including but not limited to all attendees, members, speakers, staff, contractors, vendors, and exhibitors.

II. Expected Behavior

ASCP expects all participants at every ASCP meeting to behave responsibly and professionally and to abide by this Anti-Harassment Policy. In addition, ASCP expects participants to comply with the following:

- Participants should alert ASCP staff if they notice a dangerous situation or someone in distress.
- Participants must exercise professionalism, consideration, and respect in their speech and actions and must refrain from demeaning, discriminatory or harassing behavior and speech.
- Participants who experience or witness harassment should report it as provided in Paragraph 5 below.

III. Unacceptable Behavior

ASCP subscribes to a zero-tolerance policy regarding discrimination in all forms and harassment, including sexual harassment, by any participant at any ASCP meeting.

Sexual harassment is defined as unwelcome sexual advances or touching, requests for sexual favors, or other unwelcome physical, verbal, visual, or other conduct of a sexual nature.

In addition, unacceptable behaviors include, but are not limited to:

- Unwelcome and uninvited attention or contact with another participant.
- Verbal or written comments, or visual images, that are sexually suggestive, or that denigrate or show hostility or aversion toward an individual, or group of individuals, and that create an intimidating, hostile, or offensive environment, or that unreasonably interfere with an individual's ability to participate in an ASCP meeting.
- Inappropriate, unnecessary, or irrelevant use of nudity or sexual images in public spaces, including in presentation slides.
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics.
- Deliberate intimidation, stalking, or following.
- Harassing photography or recording.
- Sustained disruption of talks or other events.
- Real or implied threat of physical, professional or financial damage or harm.

IV. Consequences of Unacceptable Behavior

Unacceptable behavior from any participant at any ASCP meeting will not be tolerated. If a participant engages in unacceptable behavior, ASCP may take any action that it deems appropriate, including exclusion or removal from the meeting (without refund) at which the harassment occurred. Violations may also be referred to the ASCP Executive Committee and may result in exclusion from future meetings.

V. Reporting Unacceptable Behavior.

If you are being harassed, notice that someone else is being harassed, observe unacceptable behavior, or have any concerns that require prompt assistance, please send an email including your contact information to: meetingspolicy@ascp.org.

ASCP requires Directors, Officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of ASCP, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

Directors, Officers, employees and volunteers are responsible for reporting suspected violations of ASCP's *Code of Conduct* or violations of laws or regulations governing ASCP's operations so that ASCP can promptly address inappropriate conduct and actions.

No Retaliation

It is contrary to ASCP values for anyone to retaliate against a Director, Officer, employee or volunteer who in good faith reports a violation of ASCP's *Code of Conduct*, or a suspected violation of law. Any person who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment, volunteer duties, or membership as a Director or Officer.

Reporting Procedure

ASCP has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisors. If an employee is not comfortable speaking with his or her supervisor or is not satisfied with the supervisor's response, the employee is encouraged to speak with the Director – Human Resources or the Chief Legal Officer. Supervisors in turn are required to report complaints or concerns about suspected ethical or legal violations in writing to the Director – Human Resources or the Chief Legal Officer, who will work together to ensure that reported complaints are investigated. Volunteers are likewise encouraged to share their questions, concerns, suggestions or complaints with the Chief Legal Officer or the Chief Executive Officer or may send an email including contact information to meetingspolicy@ascp.org.

Chief Legal Officer – Compliance Officer

In general, the Chief Legal Officer is responsible for ensuring that complaints about suspected violations of ASCP's *Code of Conduct* or illegal conduct are investigated and, if applicable, resolved. The Chief Legal Officer will advise the Chief Executive Officer of such complaints and their resolution and, if applicable, will report annually to the Audit Committee on compliance activity relating to reported accounting or alleged financial improprieties. If for conflict reasons the Chief Legal Officer cannot participate in the investigation of a complaint about suspected violations, then the Director – Human Resources will be responsible for ensuring that such complaints are investigated and, if applicable, resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Reporting allegations that prove not to be substantiated and that were made maliciously or knowing they were false is a serious disciplinary offense.

Handling of Reported Violations

The Chief Legal Officer or, if applicable, the Chief Executive Officer will notify persons who have submitted complaints and acknowledge receipt of the reported or suspected violations. Such reports will be promptly investigated and appropriate corrective action will be taken if warranted.