

SAH Code of Conduct for Communication

For Committee Members, Officers, and Board Members

Purpose

Based upon a fundamental and abiding respect for ethical communication practices and professionalism, SAH's Code of Conduct for Communication applies to all individuals acting on behalf of the organization, including committee members, officers, and board members. The purpose of the code is to ensure that all forms of communication, including emails, meetings, and other interactions, adhere to the highest standards of respect, integrity, and ethics.

Community Agreements:

1. **Listen with good faith:** Assume positive intent
2. **Share space:** Give colleagues room to speak and share their point of view
3. **Speak through discomfort:** Attenuate your displeasure and move toward harmony
4. **Strength:** We are stronger as a unified group than as individuals
5. **Awareness:** Be present and aware of your own actions/reactions

1. Professionalism and Ethical Behavior

- All behavior and communication should reflect a commitment to professionalism. Members are expected to maintain collegiality and a respectful tone in all interactions, emails, meetings, and discussions, adhering to both ethical practices and legal standards.
- The use of vulgar, offensive, or disrespectful language, either verbally or in writing, is strictly prohibited.
- Each member is responsible for performing their duties in a manner that promotes the interests of the organization.

2. Respect for Others

- Disagreements are inevitable in collaborative environments. However, all members must express their opinions respectfully and constructively. Personal attacks, unprofessional criticism, or derogatory remarks will not be tolerated.
- Members are encouraged to work together to resolve conflicts and focus on issues rather than personalities.

3. Use of Email and Other Communication Channels

- We acknowledge that email is often unsuitable for difficult conversations and raising contentious issues. We ask members to avoid using organizational email threads for discussing such issues and encourage other arenas for such conversations, including separate email threads, one-on-one conversations, or meetings.
- The SAH's email lists and communication channels are to be used solely for organizational matters.
- Abusing email lists by sending inappropriate or irrelevant messages, complaints, or other content unrelated to the SAH's mission is prohibited, and may result in disciplinary action.

4. Diversity of Beliefs

- SAH is a membership organization, and we expect that our elected and appointed leadership, including officers, board members, ex officio board members, committee chairs, committee members, and SAH members in general will respect the diversity of views and perspectives found among its members.
- Members must respect the diversity of beliefs and opinions within all SAH instances (committees, meetings, conferences etc.)
- Communication should avoid divisive political, racial, ethnic or religious statements unrelated to SAH's mission.

5. Confidentiality and Integrity

- Sensitive or confidential information shared within the SAH must remain confidential and should not be disclosed without proper authorization.
- Members must ensure that their communication is honest and transparent, and that no deliberate misinformation or unethical behavior occurs.

6. Responsibility and Accountability

- All committee members, officers, and board members are responsible for their words and actions in communication. If a mistake is made, it should be acknowledged, and steps should be taken to correct it.

- Members are encouraged to seek common ground and focus on collaboratively resolving issues.

7. Conflict Resolution

- Disputes should be resolved privately through appropriate channels, such as one-on-one conversations or mediation, rather than in public or through group emails.

8. Enforcement and Removal for Violations

- Repeated violations of this Code of Conduct, including the use of inappropriate language, misuse of email lists, or unprofessional behavior, may result in disciplinary measures.
- If ongoing unprofessional conduct or failure to adhere to the ethical standards outlined here persists, the SAH reserves the right to remove an individual from their position as a committee member, officer, or board member.
- Such decisions will be made by the Board or an appropriate committee, and may include actions such as removal, dismissal, or other necessary measures.

Freedom from Discrimination and Harassment

The SAH is committed to creating an inclusive environment where all individuals, regardless of age, disability, sex, race, ethnic origin, religion, economic status, or sexual orientation, are treated with respect. Discrimination or harassment in any form will not be tolerated and may result in disciplinary actions, including termination of the individual's role in the SAH.