

# **AMERICAN SMALL MANUFACTURERS COALITION ETHICAL CODE OF CONDUCT**

## **Policy for the Promotion of Ethical Conduct**

As a nonprofit organization at the forefront of small manufacturing policy in America, the American Small Manufacturers Coalition's (ASMC) policy is to uphold the highest legal, ethical, and moral standards. Our members support ASMC because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

ASMC will comply with all applicable laws and regulations and expects its directors, officers and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner, and to treat others with respect.

## **Code of Ethics**

ASMC's mission can only be realized through a common code of ethics upheld by our officers, board of directors, and staff.

- We expect responsible action on behalf of the organization and are accountable and transparent to our members and to one another. We share information when appropriate without sacrificing confidentiality.
- We will engage in carrying out ASMC's mission in a professional manner.
- We expect to be treated and to treat others with respect regardless of race, religion, gender, abilities, age or national origin. We respect the opinions and differences among individuals.
- We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.

We, as ASMC Board members and staff, dedicate ourselves to carrying out the mission of the organization. We will do the following:

- Recognize that the chief function of ASMC at all times is to serve the best interests of our constituency as a whole and not member organizations individually.
- Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency and effectiveness.
- Exercise whatever discretionary authority we have under the law to carry out the mission of the organization.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.

- 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.
- Avoid any interest or activity that is in conflict with the conduct of our official duties.
- Respect and protect privileged information to which we have access in the course of our official duties.

In an effort to achieve the highest standards of conduct, each officer, key staff member and board member is required to acknowledge (by signing) the above Ethical Code of Conduct by October 1 each year. This acknowledgement will be kept on file with the Executive Director.

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Name

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Date