

CODE OF CONDUCT

American College of Clinical Pharmacy

Preamble

The Code of Conduct of the American College of Clinical Pharmacy (ACCP) reflects the College's core values of integrity, honesty, reliability, and accountability, and a commitment to embrace diversity, equity, and inclusion. The standards set forth in this Code apply to all members of the College, and non-members attending ACCP meetings or participating in the College's work.

Attestation to the Standards set forth in the Code of Conduct is required of all members and any individual attending the College's meetings. It is the intent of the College that members will also uphold these standards at all times, including in their places of education/training, practice, and employment.

Individuals under consideration for designation as Fellows of the College, elected or appointed office, committee or editorial positions, appointment as a representative of the College to other organizations, or as a potential recipient of an ACCP award or grant, will be asked to attest to this Code of Conduct, including confirmation that they have never been found to have committed harassment, bullying, or an abuse of power or position.

Underlying Principles

The College aspires to adhere to the following principles:

- Honesty, integrity, and transparency in all actions, within and external to the College, with the intent to develop and maintain trust
- Equitable treatment of all individuals
- Intolerance of discrimination, harassment, bullying, or abuse of power or position
- Accountability and reliability in all actions
- Adherence to the legal requirements and ethical standards of the profession

Standards of Conduct

Professional Conduct

- Individuals will protect the confidentiality of privileged information related to the College's business and will not disclose any patient-specific information at ACCP functions or when involved in the work of the College.
- Individuals will proactively disclose all financial, personal, professional, or other conflicts of interest that could compromise the trustworthiness of their work for, or on behalf of, the College.
- Individuals will not plagiarize, falsify or fabricate data, inappropriately assign authorship, or infringe on the intellectual property rights of the College or other parties.
- Individuals will present themselves in a manner consistent with their professional expertise and/or credentials to avoid potential professional misrepresentation.

Personal Conduct

- Individuals will avoid any actions resulting in discrimination against others, harassment, bullying, or any abuse of power or position based on, but not limited to, age, sexual orientation, gender, race, religion, ethnicity, disability, or religion. This includes members and non-members attending the College's meetings, member volunteers participating in committees or other groups, and elected or appointed officers.
- Individuals subject to or aware of a violation of the Code of Conduct by others, including discrimination, harassment, bullying, or any abuse of power or position, are asked to intercede when possible and report the misconduct as soon as possible. The identity of the individual making the report will be held as confidential as possible by ACCP staff and leadership.
- Retaliation against an individual for making a report will also be considered a violation of the Code of Conduct.
- False accusation of an individual for failure to adhere to the Code of Conduct will be considered a violation of the Code and handled as such.

Procedures for Enforcement

- Violations of the Code of Conduct by members of the College or non-members attending or participating in College functions should be promptly reported to the Executive Director in person or in writing via secure email. In cases where the Executive Director is not available or is directly conflicted by the violation, the report should be made to the ACCP President.
- All reports will be addressed in as confidential a manner as possible by the Board of Regents, the Board of Directors for matters related to the College's journals, or the Board of Trustees for matters related to the ACCP Foundation.
- The need for further investigation and/or resulting disciplinary action(s) will be determined by the appropriate Board, with assistance from the Executive Director, after due consideration.
- To ensure fair treatment of all parties, the individual accused of the violation generally will be made aware of the report and provided with an opportunity to respond.
- Outcomes for violations of the Code of Conduct may include, but are not limited to, private reprimand or censure; removal of consideration for ACCP awards, elected office, committee involvement, or other College activities; suspension of membership for a specified period; or termination of membership.
- The individual involved will be notified in writing of the results of the Board's decision by the Executive Director and/or the current ACCP President within 30 days of the reported violation.

Questions regarding the Code of Conduct or attestation may be sent to a private email account at conduct@accp.com. All questions will be considered confidential and handled as such.

Approved by the ACCP Board of Regents on February 4, 2021.

CONDUCT ATTESTATION STATEMENT American College of Clinical Pharmacy

I agree that I will conduct myself in accordance with the American College of Clinical Pharmacy (ACCP) Code of Conduct. I attest that I have not been found to have committed or engaged in activities determined to constitute (i) professional misconduct, including actions resulting in loss or suspension of employment, professional licensure, credentials, or privileges; or (ii) personal misconduct, including discrimination against others, harassment, bullying, or any abuse of power or position based on, but not limited to, age, sexual orientation, gender, race, religion, ethnicity, disability, or religion.

Printed Full Name: _____

Signature: _____

Date: _____

Your agreement will be electronically recorded in ACCP's database and needs to be updated at least annually.

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