



MEMBER CODE OF CONDUCT

EFFECTIVE SEPTEMBER 1, 2018

The American Society of Professional Estimators (ASPE) has adopted the following Code of Conduct to which all members agree to adhere, as acknowledged during payment of membership dues.

Each Member of ASPE is an important contributor to the Society's Core Purpose. By joining ASPE, each Member agrees to conduct themselves in a professional businesslike manner. Each Member represents ASPE to the public, other Members, and staff. ASPE is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities.

The objective of this Code of Conduct is to ensure that all Members are aware that harassment and discrimination are unacceptable practices and are incompatible with the standards and Professional Code of Ethics of ASPE.

Conduct with the General Public and Members:

- Conduct all work and business affairs with fairness to all concerned and in compliance with the ASPE Code of Ethics.
- Conduct all Society activities without prejudice as to an individual's age, gender, race, color, religion, national origin, handicap, disability, sexual orientation, marital status, or other protected trait or class.

Conduct with Staff:

Certain rules regarding Member behavior relating to interactions with staff are necessary for efficient business operations and for the benefit and safety of all employees of ASPE. Conduct that interferes with operations, discredits the Society, is unsatisfactory or is offensive will not be tolerated.

Examples of behavior in interactions with Staff that will not be tolerated are as follows. *Please note that this list is not intended to be, nor should it be, considered an exclusive list of inappropriate behavior.*

- Being discourteous
- Being threatening or intimidating
- Use of profanity or abusive language
- Sexual harassment or any other form of illegal harassment

To report inappropriate behavior, please submit a written report via email to ecersosimo@ASPENational.org. All reports will be forwarded to the Governance Committee for investigation and resolution.

The American Society of Professional Estimators will exhaust all efforts to investigate the incident, and a report of findings will be prepared by the Governance Committee and issued to the Board of Directors. If necessary, the incident will be referred to the Investigative Committee as outlined in the Society Bylaws. As deemed appropriate, operational and/or personnel changes will be initiated to prevent a similar occurrence; and if applicable, Membership may be revoked.