

Code of Ethics and Conduct¹

For AGA/AGA Institute Governing Board, Volunteers and Staff

Purpose: To establish a set of principles for AGA volunteers that will set parameters and provide guidance and direction for conduct and decision-making. This Code of Ethics also applies to all staff members, including the Executive Vice President. AGA expects both its volunteers and employees to act in accordance with the highest standards of personal and professional integrity in all aspects of their activities, to comply with all applicable laws, rules and regulations, and to abide by policies and procedures, including the policies outlined in the AGA employee manual.

Code: Volunteers and staff of AGA/AGA Institute are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities. Volunteers and staff pledge to accept this code as a minimum guideline for ethical conduct and shall:

- 1) Faithfully abide by the Bylaws and policies of AGA/AGA Institute.
- 2) Act in good faith, with due care, competence and diligence without misrepresenting material facts or allowing independent judgment to be subordinated.
- 3) Fully disclose, at the earliest opportunity, information of fact that may result in a perceived or actual conflict of interest.
- 4) Fully disclose, at the earliest opportunity, information of fact that would have significance in governing board decision-making.
- 5) Remain accountable for prudent fiscal management to AGA members.
- 6) Exercise the powers invested for the good of all members and not for his or her personal benefit.
- 7) Assure the responsible use of and control of all assets, resources, and information in the possession of AGA and related organizations.
- 8) Maintain high ethical and moral character, both professionally and personally, so that their behavior will reflect positively on AGA.
- 9) Not tolerate, engage in or condone behavior by any member of the board, volunteer or staff member that is intimidating, offensive, or hostile or creates an environment that is intimidating, offensive, or hostile. Sexual harassment in the workplace, whether on-site at AGA headquarters or during AGA off-site activities will not be tolerated.
- 10) Respect the confidentiality of sensitive information and abide by the terms of their confidentiality statement.

Violations of the Code: Any alleged violation of this Code of Ethics and Conduct should be reported, and will be investigated, pursuant to the process outlined in the AGA Whistleblower Policy (or the AGA employment policy on Sexual and Other Unlawful Harassment, as appropriate) and may result in punitive action, including but not limited to suspension, removal or revocation of membership in a manner consistent with the AGA Bylaws or as outlined in the AGA employee policy.

¹ Approved by the AGA Governing Board, (1) VOTED, Mar. 2005; (10) VOTED, May 2018.