



## **South Carolina Healthcare Human Resources Association Chapter Code of Ethics**

### **Purpose:**

The South Carolina Healthcare Human Resources Association (SCHHRA) has adopted this Code of Ethics policy to establish a culture of openness, trust and integrity in the business practices of our association and to serve as a guide for member behavior to ensure ethical conduct.

Effective ethics is a team effort involving the participation and support of every member, each of whom should familiarize themselves with the ethics guidelines that follow this introduction. In the event of a violation of the ethics policy, SCHHRA will take prompt and appropriate investigative and corrective action.

### **Scope:**

This policy applies to association members and those affiliated with the association.

### **Policy Guidelines:**

#### **Executive Commitment to Ethics**

The SCHHRA Officers and Board members must set an appropriate example for its membership. In any business practice, honesty and integrity must be the top priority for all Officers and Board members.

#### **Member Commitment to Ethics**

SCHHRA members will treat everyone fairly, demonstrate mutual respect, and promote an association environment which avoids the intent and appearance of unethical or compromising practices. SCHHRA will abide by the terms of the American Society for Healthcare Human Resources Association (ASHHRA) Affiliation Agreement.

#### **Maintaining Ethical Practices**

SCHHRA will reinforce the importance of the integrity message to its members through its communications, meetings, educational programs and conferences. The tone starts with the Officers and Board Members, each of whom will consistently maintain an ethical stance and support ethical behavior.

Board members are expected to divulge any actual or potential conflicts of interest in the carrying out of their duties as Board members and Officers. In the event that such a conflict arises, the member will excuse him/herself from voting or other activities related to the conflict of interest.

SCHHRA members will encourage open dialogue, get honest feedback, and treat everyone fairly, with honesty and objectivity.

### **Unethical Behavior**

SCHHRA officers and members will avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications. SCHHRA will not tolerate harassment or discrimination of any kind, nor retaliatory behavior in any form.

Unauthorized use of SCHHRA / ASHHRA marketing, operational, membership, financial & technical information integral to the success of our association will not be tolerated.

SCHHRA will not permit impropriety at any time; SCHHRA will act ethically and responsibly in accordance with laws.

SCHHRA Officers, Board members, and its membership will not use association assets or business relationships for personal use or gain.

### **Enforcement**

Any infractions of this code of ethics will not be tolerated. SCHHRA will act quickly to investigate and correct any violation of this policy. Any SCHHRA member found to have violated this policy may be subject to action, up to and including revocation of membership.

### **Reporting & Investigation Process**

Any allegation of unethical behavior may be reported to a member of the Chapter Board of Directors or to the SCHA. Should an allegation involve a member of the SCHHRA Board of Directors, the allegation should be reported to the SCHA.

Allegations will be investigated thoroughly and a course of action will be determined based upon the findings. The Chapter President will be responsible for investigating any allegation of unethical behavior. Depending upon the circumstances, the Chapter President may delegate responsibility for conducting an investigation to other Chapter Board member(s). The delegated parties (Chapter Board member(s)) will be accountable for bringing the Chapter President a recommendation once a thorough investigation has been completed.