



Statement of Values & Organizational Code of Ethics

[Approved by the ASET Board of Trustees 7.27.04]

ASET is defined by a united membership. We come together, from diverse backgrounds and experiences, as a community where we provide leadership, advocacy and resources that promote professional excellence and quality patient care in neurodiagnostics. ASET's ethical standards and core values of respect, integrity, excellence and responsibility sustain our work.

We believe in a life of service and compassion that renews our humanity each and every day. We adhere to the highest ethical standards because of our commitment to the membership and the profession. We define ourselves through our conduct that sets us apart from other organizations. We honor the members, contributors and volunteers with a duty and stewardship to carry out ASET's mission. We embrace transparency, openness and responsibility in our work and in all our actions.

Therefore, ASET has formally adopted a code of ethics with which all of our trustees, staff and volunteers are familiar and to which they adhere. This Statement of Values and Code of Ethics provides a foundation for us to use in guiding our behavior.

Statement of Values

Our vision is to lead the field of neurodiagnostics and serve as a community within allied health. Our vision and values are built on a foundation of widely shared principles. They are:

RESPECT

Respect for the worth and dignity of individuals, including pluralism, inclusiveness, and diversity and compassion

INTEGRITY

Transparency, sincerity and honesty

EXCELLENCE

Commitment to excellence and uphold the public trust and public good

RESPONSIBILITY

Responsible stewardship of resources and accountability

These values form the basis of our code of ethics designed to inform and guide the actions that we take in developing our policies and practices.

The ASET Code of Ethics

Mission

ASET – The Neurodiagnostic Society provides leadership, advocacy and resources to promote professional excellence and quality patient care in neurodiagnostics. As a membership organization, ASET advances the field by serving member needs; defining and endorsing standards of practice; providing innovative educational opportunities; promoting the profession; and building coalitions in allied health and other communities of

interest. Neurodiagnostics includes but is not limited to Electroencephalography, (EEG), Evoked Potentials (EP), Nerve Conduction Studies (NCS), Polysomnography/Sleep Technology (PSG), Intraoperative Neurophysiological Monitoring (IONM), Long Term Monitoring (LTEM), and Intensive Care Unit Continuous EEG Monitoring (ICU/cEEG).

All of our programs support this mission and all who work for or on behalf of the Society understand and are loyal to that mission and purpose. The mission is responsive to our members and communities served by ASET and is of value to the general public.

Personal and Professional Integrity

All board members, staff and volunteers of ASET act with honesty, integrity and openness in all their dealings as representatives of the Society. ASET promotes a working environment that values respect, fairness and integrity.

Governance

ASET has an active governing board that is responsible for setting the mission and strategic direction of the organization and oversight of the finances and policies of the organization. The governing body:

- Ensures that our trustees have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of the organization and its public purpose;
- Has a conflict of interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal or other means;
- Is responsible for the hiring, firing and regular review of the performance of the chief executive officer by delegating this duty to the executive committee, and ensures that the compensation of the executive director is reasonable and appropriate;
- Ensures that the executive director and appropriate staff provide the governing body with timely and comprehensive information so that the governing body can effectively carry out its duties;
- Ensures that we conduct all transactions and dealings with integrity and honesty;
- Ensures that we promote working relationships with board members, staff, volunteers and program beneficiaries that are based on mutual respect, fairness and openness;
- Ensures that we are fair and inclusive - from our hiring and promotion policies of staff to diversity and worthwhile opportunities for volunteer positions and board;
- Ensures that policies of the Society are in writing; clearly articulated and officially adopted;
- Ensures that the resources are responsibly and prudently managed; and,
- Ensures that the Society has the capacity to carry out its programs effectively.

Responsible Stewardship

ASET manages our funds responsibly and prudently. This includes the following considerations:

- The Society spends a reasonable percentage of our annual budget on programs in pursuance of our mission;
- The Society spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff and other expenditures critical for professional management;
- The Society compensates staff, and any others who may receive compensation, reasonably and appropriately;
- When soliciting funds, ASET has reasonable fundraising costs;
- The Society does not accumulate operating funds excessively;
- The Society prudently draws from endowment funds consistent with donor intent and to support the intended purpose of the organization;
- The Society ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and,
- All financial reports are factually accurate and complete in all material respects.

Openness and Disclosure

ASET provides comprehensive and timely information to the public, media and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the Society will fully and honestly reflect the policies and practices of the organization. Basic informational data about ASET, such as the Form 990, reviews and compilations, and audited financial statements will be available to our members and to the public. All solicitation materials accurately represent our policies and practices and reflect the dignity of program beneficiaries. All financial, organizational and program reports will be complete and accurate in all material respects.

Inclusiveness and Diversity

ASET has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. The Society takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

Program Evaluation

ASET periodically reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. ASET is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. The Society is responsive to changes in the profession and is responsive to our constituencies.

Fundraising

ASET is truthful in our solicitation materials. We respect the privacy concerns of individual donors and expended funds consistent with donor intent. We disclose important and relevant information to potential donors.

In raising funds from the public, ASET will respect the rights of donors, as follows:

- To be informed of the mission of the Society, the way the resources will be used and their capacity to use donations effectively for their intended purposes;
- To be informed of the identity of those serving on the ASET governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the Society's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and confidentiality to the extent provided by the law;
- To expect that all relationships will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the Society or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that ASET may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Legal Compliance

ASET is knowledgeable of and complies with all laws and regulations.

Process and Afterward

The Statement of Values and Code of Ethics was developed by the ASET Executive Committee and approved by the ASET Board of Trustees, with much of the original content drafted by a subcommittee of the Independent Sector Ethics and Accountability Committee. Written permission was granted to use the content in whole, or in part, by the Independent Sector.

This statement will continue to provide the Society with a foundation by which we will act and function, as it is reviewed and revised, as necessary. It is not all encompassing, but by necessity, contains broad ethical

principles. In many cases, specific practices and policies are in place, which are also reviewed and revised as necessary.

Most importantly, this document is shared on a regular basis with the ASET membership, donors and other constituencies to help guide everyone involved with ASET regarding our values and principles by which we believe in and act upon.