

CORE STANDARD	ASSOCIATION PROFESSIONALS / EXECUTIVES	CONSULTANTS	INDUSTRY PARTNERS
<p>1 Respect and uphold public laws that govern my work</p>	<p>Know and abide by the laws and regulations that govern nonprofit organizations and their entities.</p> <p>Encourage all stakeholders to respect and uphold the law.</p>	<p>Know and abide by the laws and regulations that govern the member's profession or industry and that of his/her clients.</p> <p>Encourage all industry partners to respect and uphold laws and regulations.</p>	
<p>Ensure all contractual dealings are conducted fairly and in compliance with the law.</p>			
<p>2 Champion diversity, equity and inclusion</p>	<p>Know and develop best practices for leadership, staff, and volunteers to continue to be a fair, just, equitable organization.</p> <p>Model language and behaviors that reflect the importance of DEI values.</p> <p>Practice awareness of your implicit biases/stereotypes.</p> <p>Practice inclusion, including the development of inclusive language and communications, and inclusive policies and procedures that promote access to all populations.</p>	<p>Ensure that a consultant's work for an organization aligns with efforts to be fair, just, equitable, and inclusive.</p> <p>Demonstrate a commitment to DEI through company policies and practices in areas such as hiring and staff management.</p>	<p>Know and develop best practices for industry partner leadership and staff that align with efforts to be a fair, just, equitable, and inclusive organization.</p>
<p>Develop policies and practices in areas such as hiring, staff management, and vendor selection that support the organization's DEI values and goals.</p>			

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<p>2 Champion diversity, equity and inclusion <i>(continued)</i></p>	<p>Include accessibility considerations in your organization's physical structures, operations, and digital infrastructure.</p>	<p>Demonstrate policies and practices of nondiscrimination across areas such as service and product pricing, client selection, and contract inclusions.</p>	
	<p>Include DEI in individual and organizational strategic goals and objectives.</p>	<p>Practice awareness and support of partner organizations' DEI policies and practices.</p>	
		<p>Ensure that working groups and teams within your organization represent diverse backgrounds and perspectives.</p>	
		<p>Cultivate equitable partnerships with other organizations that recognize and eliminate any potential forms of bias, harassment, and discrimination.</p>	
		<p>Cultivate an equitable environment that: challenges intentional and unintentional forms of bias, harassment, and discrimination; pays attention to recognizing and eliminating barriers to full participation at individual and systemic levels; and provides beneficial opportunities to all populations.</p>	

**The definitions for Diversity, Equity/Equitable Environment and Inclusion include language taken directly from the terminology section of ASAE's 2019-2021 Diversity + Inclusion (D+I) Strategic Plan.*

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<p>3 Be honest in conducting my business</p>	<p>Strive to create an environment in which others feel safe to tell the truth.</p> <p>Be honest and accurate in communications and in conduct particularly when describing one's knowledge, experience, expertise and credentials.</p> <p>Demonstrate transparency in the decision-making process and disclose all potential and actual conflicts of interest.</p> <p>Negotiate in good faith and provide all information material to the terms of the contract to the persons with whom the member is negotiating.</p> <p>Follow the employer's policies and procedures in the acceptance of commissions, remuneration or other benefits in connection with the scope of the member's employment.</p>	<p>Be honest and accurate in communications and in conduct particularly when describing one's knowledge, experience to clients and when promoting services.</p> <p>Maintain a transparent line of communication and fully disclose all potential and actual conflicts of interest.</p> <p>Present contracts that are clear, unambiguous and transparent to prospective clients and fully disclose potential costs within the defined scope of work to the client before beginning an assignment.</p> <p>Obtain client's prior written consent before accepting commissions, remuneration or other benefits from a third party in connection with the recommendations regarding the client's business.</p>	

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<p>4 Respect the confidentiality of information gained through my work</p>	<p>Protect confidential information, including information that is in the possession of staff or volunteers whose service to the association is ending.</p>	<p>Protect confidential information, services and products, including after the professional relationship has ended.</p>	
<p>5 Act fairly</p>	<p>Serve the interest of the member's organization through fair, honest and courteous dealings that help advance the association management profession.</p>		
<p>Advance, support, and promote association membership and the profession of association management through word and deed.</p>			
<p>Approach directly those persons with whom one has a conflict or disagreement, when appropriate.</p>			
<p>Conduct one's self in a professional manner in all circumstances.</p>			
<p>Maintain and constantly reexamine my impartiality and objectivity, taking corrective action as appropriate.</p>			
<p>Actively encourage equitable access to opportunities in association employment, membership, volunteer engagement and development, meetings, events, and activities.</p>			

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<p>6 Foster an ethical culture through one's work</p>	<p>Model and encourage the intergration of ethics into all aspects of management of the association which employs the member.</p>	<p>Model and encourage the integration of ethics into all aspects of management of the association which employs the member.</p>	
	<p>Pursue the objectives of the association that employs the member in ways that are ethical.</p>	<p>Pursue the objectives of the association that employs the member in ways that are ethical.</p>	
<p>Employ practices that exemplify 'Social Responsibility' at it pertains to both the human and environment conditions.</p>			
<p>Respect diversity and foster inclusion in all aspects of one's work.</p>			
<p>Build strong relationships with all to enable a culture of integrity and uncompromising ethics.</p>			
<p>Members inform themselves about the norms and customs of others and avoid engaging in behaviors they might consider disrespectful.</p>			
<p>Listen to others' points of view, seeking to understand them.</p>			
<p>Provide accurate information in a timely manner.</p>			
<p>Make commitments and promises, implied or explicit, in good faith.</p>			

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<p>7 Take responsibility for my conduct</p>	<p>Exhibit professional conduct that is a credit to the ASAE, one's employer and one's self, and strive to continually advance personal knowledge and achieve higher levels of excellence in one's profession.</p>	<p>Exhibit professional conduct that is a credit to the ASAE, one's client and one's self, and strive to continually advance personal knowledge and achieve higher levels of excellence in one's profession.</p>	<p>Exhibit professional conduct that is a credit to the ASAE, one's employer and one's self, and strive to continually advance personal knowledge and achieve higher levels of excellence in one's profession.</p>

Follow the established standards of the member's profession and ASAE's Standards of Conduct.

