

CODE OF ETHICS

American Association of Woodturners

(Adopted March 17, 2022)

All AAW members, Directors, advisors, consultants, committee members, staff and other volunteers who perform duties on behalf of the AAW shall uphold the highest standards of ethical and professional behavior. These individuals shall dedicate themselves to carrying out the mission of the AAW, and shall:

- A. abide by the Articles of Incorporation, bylaws and policies of the AAW,
- B. exercise reasonable care, good faith and due diligence in AAW affairs,
- C. maintain a professional level of courtesy, respect and objectivity in all AAW activities,
- D. not receive personal benefit or profit by nature of their AAW position, except for compensation to employed staff. All involvement with others must be for the good of the AAW and its members,
- E. as a representative of the AAW, act with honesty, integrity, truthfulness and openness in all dealings,
- F. be an ambassador to the woodturning community, and enhance the personal and professional honor, integrity and dignity of the AAW,
- G. serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission,
- H. not engage in dishonest or fraudulent conduct, including the avoidance of any interest or activity that gives the appearance of impropriety or is in conflict with conducting official duties,
- I. report conduct that violates the AAW Code of Ethics to the Board President or Executive Director,
- J. not use AAW funds for improper purposes, including direct or indirect political contributions,
- K. use assets of the AAW solely for the benefit of the AAW and only for valid nonprofit and 501(c)(3) tax exempt purposes,
- L. not use any AAW assets to improperly provide personal gain for Executive Director, Board members, Committee members, or others,
- M. not transfer AAW assets, except in the ordinary course of business. Assets no longer needed in the business may be sold at fair market value, but such sales shall have properly approved documentation signed by an appropriate authority and shall be subject to the Conflict of Interest Policy if sold to a Director, employee, or other covered person,
- N. treat all persons with respect and consideration, regardless of race, religion, gender, sexual orientation, marital or family status, disability, age, or national origin and shall not use any form of communication to harass, demean or intimidate anyone,

- O. respect the structure and responsibilities of the Board and provide them with facts and advice as a basis for policy making decisions.
- P. uphold and implement policies adopted by the Board,
- Q. fully disclose, at the earliest opportunity, information that would have significance in Board decision-making,
- R. not divulge protected privileged and confidential information to which they may have access,
- S. respect the diversity of opinions as expressed or acted upon by the Board, committees and membership, and register dissent via appropriate channels,
- T. promote collaboration, cooperation, and partnership among AAW members.

NON-COMPLIANCE

Failure to comply with the Ethics Policies will result in the matter being referred to the Ethics Committee, whose report will be sent to the Board for final resolution. The decision of the Board will be final.

FIDUCIARY DUTY

AAW Directors and officers have fiduciary duties to the organization. All have the responsibility of:

- A. administering the affairs of the AAW honestly and prudently,
- B. exercising their best care, skill, and judgment for the sole benefit of the AAW,
- C. exercising the utmost good faith in all transactions involved in their duties,
- D. not using their positions, or knowledge gained, with the AAW for their personal benefit,
- E. putting the interests of the organization as the first priority in all decisions and actions,
- F. adhering to the Ethics Policies.

CONFIDENTIALITY

All individuals who perform duties on behalf of the AAW or who are privy to AAW confidential information shall not disclose, divulge, or make such information accessible to any other person. At all times, exercising good judgment and care to avoid unauthorized or improper disclosures of confidential information.

- A. No information belonging to, or obtained through affiliation with the AAW, including emails, can be disseminated to any person, other than to individuals who have a legitimate need for such information and to whom the AAW has authorized disclosure. This includes relatives, friends, business and professional associates.
- B. Confidential information will be used solely for the purpose of performing services for or on behalf of the AAW. This policy is not intended to prevent disclosure where disclosure is required by law.
- C. At the end of a Director's term in office, the end of a committee member's term, upon termination of an employee, or the end of a relationship or employment of a

volunteer or contractor, or upon request of the AAW, an individual will return all copies of any documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

- D. No person shall use any AAW organizational information, including mailing lists, for non-AAW purposes.