

PENNSYLVANIA PHARMACISTS ASSOCIATION

CODE OF CONDUCT POLICY

I. Objective

The Pennsylvania Pharmacists Association (“PPA”) strives to create and maintain an environment in which people are treated with dignity, decency, and respect. It is therefore the policy of the PPA that all attendees of PPA hosted meetings, events, and other activities of the Association are expected to exhibit respectful, professional, and collegial behavior during such meetings, events, and activities. Attendees should exercise consideration and respect in their speech and actions, including while making formal presentations to other attendees, attending formal presentations of other attendees, and should always be mindful of their surroundings and fellow participants.

II. Application of Policy

All employees, members, and attendees, regardless of their position, are covered by and expected to comply with this policy.

III. Definitions

Prohibited Conduct.

Any form of discrimination, harassment, sexual harassment, or retaliation shall be considered prohibited conduct under this policy.

Discrimination.

Discrimination is the use of discriminatory evaluative standards in the provision of employment opportunities, benefits, privileges, access to presentations, or to create discriminatory work or event conditions. Discriminatory evaluative standards include race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity or gender expression, or marital status.

Harassment.

Harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, member, co-worker, attendee, or any person working for or on behalf of the PPA.

Verbal harassment includes, but is not limited to comments, whether written or unwritten, displays, graphics, or discussions that are offensive, unwelcome, insulting, hostile, disrespectful, belittling or abusive in any way, including discriminatory epithets, slurs, and stereotypes.

Physical harassment includes, but is not limited to touching, grabbing, striking, following, stalking, or otherwise being in physical contact with another that is offensive, unwelcome, disrespectful, or hostile in any way.

Sexual Harassment.

Sexual harassment, as defined by the Equal Employment Opportunity Commission (“EEOC”), is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile, or offensive environment.

Verbal sexual harassment includes, but is not limited to innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, requests for any type of sexual favor, and verbal sexual abuse. These can be written or unwritten, distributed or targeted.

Physical sexual harassment includes but is not limited to unwelcome or unwanted physical contact including touching, tickling, patting, hugging, cornering, kissing, fondling, and forced sexual behavior or assault.

Retaliation.

Retaliation is the punishment or attempt to punish any employee, member, or attendee for asserting their right to be free from discrimination, harassment, or sexual harassment, including lodging a complaint, refusing or resisting sexual advances, self-defense of any type of harassment, and communicating possible discrimination, harassment, or sexual harassment to a supervisor, manager, employer, or PPA representative.

IV. Code of Conduct

In an effort to uphold the Objective of this Code of Conduct, the PPA is committed to a zero-tolerance policy for prohibited conduct wherever PPA business is conducted. This zero-tolerance policy shall apply to all meetings, events, and activities conducted for and / or by the PPA, its employees and members. It is the intention of the PPA for all employees, members, and attendees to treat others with dignity, decency, and respect at all times during PPA business. Violations of this Code of Conduct policy will be subject to disciplinary action as outlined in the applicable Disciplinary policy. Each and every employee, member, and attendee shall be responsible for their own behavior and actions.

V. Procedure

The PPA has established the following procedure for lodging a complaint for a violation of this Code of Conduct policy. The PPA will treat all aspects of the procedure confidentially to the extent reasonably practicable.

Complaints.

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing, if possible, to the CEO of the PPA, or the CEO’s designee. The CEO (or the CEO’s designee) may assist the complainant in completing a written statement or, in the event a written statement is not created, the CEO will dictate the verbal complaint. If the complaint involves the CEO in any way, the complaint should be made to the PPA President, who will adopt the process outlined under this section.

Investigation.

Upon receiving a complaint or being advised by a supervisor or manager that violation of this policy may have occurred or may be occurring, the CEO will initiate an investigation. The CEO, along with the President, and at least one additional Board member not named in the complaint, shall investigate whether there is a reasonable basis for believing that the alleged violation of this Code of Conduct occurred.

Upon conclusion of an investigation, the CEO (or the CEO's designee) will submit a written report of the investigating group's findings. If the investigation is inconclusive or if the investigating group determined that there has been no violation of this policy, the group may recommend appropriate preventative actions, as necessary. If it is determined that a violation of this policy has occurred, the CEO may take immediate action if necessary to protect the safety and wellbeing of employees, members, and attendees, which may include removing the respondent from the meeting, event, or activity, without warning or refund.

Post-Investigation.

Once a final decision is made, the CEO will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed. If the complainant or respondent are unsatisfied with the outcome, they can submit in writing a letter of concern to the PPA President (or Vice-President if the President was involved) within 10 days of the determination. The President (or Vice-President) will determine if the issue should be reviewed.

Retaliation.

No hardship, loss, benefit, or penalty shall be imposed on an employee, member, or attendee in response to filing a bona-fide complaint under this policy or appearing as a witness in the investigation of a complaint. Any attempted adverse action against someone in this way shall be in violation of this Code of Conduct.

VI. Discipline

A violation of this Code of Conduct policy shall result in appropriate disciplinary action at the discretion of the CEO, President, or Vice-President, as the case may be. Such disciplinary action shall include, but is not limited to any or all of the following:

- (a) Prohibiting the violator from attending future PPA meetings, events, or activities;
- (b) Removing the violator from leadership or other roles in PPA activities;
- (c) Prohibiting the violator from assuming leadership or other roles in PPA activities;
- (d) Revoking the violator's membership in the PPA; or
- (e) Referral to law enforcement.

The appropriate disciplinary action will depend on:

- (a) the severity, frequency, and pervasiveness of the conduct;

- (b) prior complaints made regarding the individual; and
- (c) the quality of the evidence.

VII. Assent to Policy

As a condition of attending and participating in any meetings, events, or activities of the PPA, each attendee shall be required to acknowledge and accept this Code of Conduct policy by signing or attesting to have read and agree to comply with the below acknowledgement. All attendees are expected to conduct themselves in accordance with this Code of Conduct.

ACKNOWLEDGEMENT:

PENNSYLVANIA PHARMACISTS ASSOCIATION CODE OF CONDUCT POLICY

I have read and understand the Pennsylvania Pharmacists Association Code of Conduct policy. I agree to fully comply with this policy. I understand my responsibility to report any Code of Conduct violations or concerns promptly.

Date

Printed Name

Signature