



C. Code of Conduct for Officers, Directors, Committee Members and Other Officials

1. Maintain Integrity of the Profession

All Officers, Directors, Committee Members and Others Acting in an Official Capacity shall follow and enforce all of the provisions of the Rules and Procedures Guide, as well as any additional rules and procedures which shall, from time to time, be put forward by the Board of Directors. All Officers, Directors, Committee Members and Others Acting in an Official Capacity shall also conduct themselves in a professional manner while representing the Board or conducting business pursuant to a Board certification. No Officers, Directors, Committee Members or Others Acting in an Official Capacity shall take action to bring discredit to the Board.

2. Confidentiality

Officers, Directors, Committee Members and Others Acting in an Official Capacity shall not disclose to any unauthorized party any information or business of the Board that is generally considered confidential by the Board as a whole, or that is specifically designated confidential by the President. This information includes, but is not limited to, information regarding the testing process of any individual applying for certification or recertification. An Officer, Director, Committee Member or Other Acting in an Official Capacity may be in breach of this confidentiality provision regardless of the form of communication, whether it be by e-mail, verbally, in writing or communicated by other means.

3. Duties of Officers, Directors, Committee Members and Others Acting in an Official Capacity

Any individual accepting a position as an Officer, Director, Committee Member or Other Acting in an Official Capacity agrees to use all reasonable efforts to fulfill the duties and obligations of said assignment as detailed in the Rules and Procedures Guide, this Code of Conduct or as may be detailed by other Officers, Directors, Committee Chairpersons or Others Acting in an Official Capacity.

4. Security of Documents and Records

4.1 Officers, Directors, Committee Members and Others Acting in an Official Capacity shall maintain documents and records in a secure manner.

4.2 Physical documents and records shall be stored within a secured container (e.g., lockable box, drawer, cabinet or other container) and shall be accessible only to authorized personnel.

4.3 Electronic documents and records shall be stored on a secured computer with an encrypted password and shall be accessible only to authorized personnel.



5. Review of Records

- 5.1 Officers, Directors, Committee Members and Others Acting in an Official Capacity shall annually review documents and records in their possession to ensure their completeness and security.
- 5.2 Committee Chairpersons shall conduct an annual review of their committee's work product to ensure that documents and records are complete, secure, and organized. This review shall include ensuring the destruction of certain confidential documents and records as required in these Rules and Procedures. A summary of the annual review will be provided by each Committee Chairperson at the annual Board meeting.

6. Return of Property

Officers, Directors, Committee Members and Others Acting in an Official Capacity agree to take all reasonable measures to protect Board property and to return such property to the President, or individual designated by the President, within thirty (30) days of the completion of any assignment or responsibility involving the use of the property, or upon request in any form, by the President. "Property" includes, but is not limited to, computer hardware, software, other equipment, documents, files, applications, etc. Property may also include the work product generated by any Officer, Director, Committee Member or Others Acting in an Official Capacity when pursuing Board responsibilities, duties or activities.

7. Disciplinary Action

- 7.1 In the event any Officer, Director, Committee Member or Other Acting in an Official Capacity is in breach of Section 2, Confidentiality, or 5, Return of Property, any Director may move that the Board take one or both of the following actions: removal of the breaching party from office and/or decertification.
- 7.2 In the event any Officer, Director, Committee Member or Other Acting in an Official Capacity is in breach of Section I, Maintain the Integrity of the Profession, or III, Duties of Officers, Directors and Committee Members and Others Acting in an Official Capacity, the Board shall discuss the breach and determine appropriate action as detailed in this Section. In the event two-thirds (2/3) of the Board considers the breach to be a serious infraction, any Director may move the Board to remove the breaching party from office. In the event the majority of the Board considers the breach to be of a less serious nature, any Director may move the Board to issue a written reprimand to the breaching party, directing said party to correct the infraction immediately.
- 7.3 In the event any Officer, Director, Committee Member or Other Acting in an Official Capacity is in breach of any ABFDE rule, policy or procedure, as established by the Board and its committees, the individual(s) responsible for



and involved in such breach will be served with a written notice if the Board determines the breach has merit. Such written notice shall be sent, within sixty (60) days, only upon two-third (2/3) vote of the Executive Committee to proceed. The President shall be responsible for signing and sending any written notice. In the event the President is the breaching party, the Vice President shall be responsible for signing and sending any written notice. Any Officer, Director or Committee Chairperson may request that the Executive Committee put consideration of such notice on the agenda for the next regularly scheduled meeting, or in the event of circumstances which necessitate quicker action, the Officer, Director or Committee Chairperson may request that the Executive Committee hold an emergency meeting by telephone or other means to consider issuing such a notice.

- 7.4 In the event the breaching individual served with such notice fails to come into compliance with the written notice within thirty (30) days of its date, any Director may move the Board to consider removing the Diplomate's certification, pursuant to the Professional Review Procedures, Section 6. Such removal can only be undertaken upon majority vote of the Board.
- 7.5 In the event the Board finds it necessary, by two-thirds (2/3) vote, it may also direct the President or another Officer or Director to pursue necessary and appropriate legal action against the breaching individual.