

# **Code of Conduct for SAPA Leadership Team Members**

## **Preamble**

As needed from the status and nature of Sino-American Pharmaceutical Professionals Association (SAPA)\*, the Board of Directors of SAPA (the Board), based on many years of practical experience, have decided to adopt this professional Code of Conduct (the Code) to set common and basic standards governing the way SAPA leadership team members (LT members) shall behave in conducting SAPA's activities and operations. LT members refer to those in the SAPA Executive Council, Board of Directors, Advisory Committee, and the governing bodies in SAPA chapters and affiliations.

The purpose of the Code is to assist LT members in the discharge of their obligations to SAPA, its chapters/affiliations and the public at large. The Code accompanied by a "Read and Understood" form also sets down the professional standards required by SAPA as a condition of being a LT member. This separates SAPA's intentions and liability from potential legal and financial consequences that may result from misconduct by an individual LT member. The Code provides a yardstick for fellow members to monitor and evaluate LT members as they practice their profession and execute their primary missions. Additionally, the Code may serve as a basis for judging the merit of a formal allegation pertaining to violation of professional ethical standards. In this case, the Code is also used as an important criterion for the Board to judge and take necessary measures to discipline the violator if a confirmed breach of the Code seriously and adversely affects SAPA's reputation and operations.

The Code is self-policing. It will, therefore, be a matter of exercising own personal judgment in meeting the Code's requirements. LT members shall uphold and promote these principles to fellow members by leadership and example.

In situations where conflicting interpretations of some words and phrases in the Code arise, one shall resort to thoughtful consideration of the fundamental principles. The Board will carry out the ultimate interpretation. If necessary, the Board may provide supplementary guidance on its understanding of to assist in the applications of the Code. The Board may also authorize chapters to provide supplementary guidelines to address chapter-specific issues.

## **Code of Conduct**

At all times in SAPA operations, LT members are required to behave in compliance with this Code as described below.

### **Section 1. Duty and Obligation**

1.1. LT members must obey existing and relevant laws of the United States of America, and the laws of the countries they operate in if different from the US.

1.2. SAPA expects LT members to adhere to the SAPA bylaws, and follow operation procedures and guidelines established by SAPA.

1.3. LT members shall carry out their duties to SAPA with due care and diligence. They shall accept professional responsibility for their decisions and actions and provide quality services.

1.4. LT Members have a duty to act in the interests of SAPA as a whole. They shall not seek for the interest of individual and/or a group of people. They shall uphold the reputation and good standing of SAPA in particular, and the profession in general.

1.5. LT members shall be thorough, accurate, and remain unbiased in their efforts to promote the professions SAPA represent. They shall consciously set the boundary of their SAPA activities and that of their employment, and respect known owner rights and protect legitimate intellectual properties and proprietary information.

1.6. LT members shall conduct themselves in a manner that tends to maintain and strengthen the public's trust and confidence in the integrity of SAPA and never undertake any action that could bring SAPA or its members into disrepute. LT members shall immediately notify SAPA and relieve themselves from their leadership post in SAPA if convicted of a criminal offense.

## Section 2. Principles, Ethical and Professionalism in Operation

2.1. LT members shall conduct SAPA operations without discrimination and create equal opportunities as appropriate within its context. They shall make decisions objectively and based on merit and the best interests of SAPA when carrying out SAPA's activities, including making appointments, awarding contracts, or recommending individuals for rewards and benefits.

2.2. LT members shall promote democratic processes and teamwork, and encourage constructive initiatives and individual creativity. They shall respect and execute a decision made by a majority in a cooperative manner even in the situation he/she disapprove of it. They shall not interrupt or impede SAPA operations in any manner, including but not limited to, enforcing their personal initiative or judgment, or personal agenda.

2.3. LT members shall ensure that SAPA's funds, assets and resources are judiciously utilized. They should justify expenditures based on the analysis of cost/benefit to SAPA with due diligence. They shall not make improper use of funds, assets and resources in order to gain, or seek to gain, a benefit or advantage for themselves, family members or for their friends.

2.4. LT members shall not solicit or accept financial or other valuable considerations from any party, directly or indirectly, which may or may not be intended to influence their professional judgment. They shall not offer any substantial gift, or other valuable consideration to anyone without the approval per SAPA Financial Regulation. LT members have an obligation to disclose private interests relating to their SAPA's duties and to take steps to resolve any conflicts in a way that protects the SAPA's interest. They shall separate their own business or their employer's business from SAPA operations. They shall make decisions that are in SAPA's interest and not for gaining financial or other material benefits for themselves, their family, or their friends.

2.5. LT members shall not take private advantage of information gained in the course of their duties before the information is public knowledge.

2.6. LT members shall treat fellow members and members of other professional organizations they work with in a professional capacity with integrity and high professionalism. SAPA values communication, consultation, and cooperation. SAPA strives for tolerance of various opinions, respect for others, courtesy, learning from others, and the sharing of honest ideas. LT members shall recognize others' contributions and credits.

2.7. A given LT member’s comments on a peer or a matter should be made with care and precision, without unsubstantiated, exaggerated, or premature statements. He/she shall strive to ensure that the information he/she disseminates is fair and accurate, and avoid the expression of comment and conjecture as established fact and falsification by distortion, selection or misrepresentation. He/she shall have due regard for the possible consequences of his/her statements on others. LT member shall not conduct personal attack, as it is contrary to SAPA’s culture and values.

Section 3. Privacy and Authority

3.1. LT members shall respect the privacy of others and honor confidentiality unless discharged from such obligations by requirements of the law or other principle of the Code. Use of private information collected via SAPA system for personal gain is a violation of the Code.

3.2. LT members shall not make public statements in their professional capacity unless they are properly qualified and, where appropriate, authorized to do so. The offering of an opinion in public, holding oneself out to be an expert in the subject in question, is a major personal responsibility and should not be undertaken lightly. LT members should not knowingly make statements that misrepresent or omit facts. They shall not distort, alter or hide facts in rendering professional opinions or recommendations. They shall not purport to represent SAPA, chapters or its affiliations unless authorized to do so.

3.3. A LT member shall immediately cease from representing SAPA in the capacity of the LT member upon vacating his/her post. The member shall understand that continuing with such representation without proper authorization will carry serious consequences, including legal responsibilities, should the action results in any damage to SAPA.

Section 4. Compliance with the Code

4.1. LT members shall understand, although adherence to the Code is largely a self-discipline matter, a breach of the Code by engaging in gross misconduct will be brought to the attention of the Board and may result in disciplinary action to protect SAPA’s operation, integrity and reputation. A disciplinary action, including warning, serious warning, or discharge from the leadership duty and post, may be taken by the Board against a violator if the related allegation is confirmed after a thorough investigation by the Board. LT member and in particular, the subject of a formal allegation of breach of the Code shall take all reasonable steps and cooperative attitude to assist in the investigation and accept the Board’s decision.

4.2. LT members shall encourage and support adherence to the Code by other members and shall, without malice, notify or bring a formal allegation to, the Board of any significant violation of the Code by another LT member.

READ and Understood Form

Name	Read	Read and Understood	Signature**	Date

### Footnotes

\* Since its establishment in 1993, SAPA has steadily grown in membership, variety and quality of activities, chapters and affiliations. By steadfastly carrying out its mission carefully crafted and widely accepted missions, SAPA has gained the recognition and respect by the communities it serves. SAPA is now being rightfully regarded as an influential organization in the fields SAPA relates to.

SAPA is a non-profit organization operated primarily by volunteers. Consequently, assumptions may be made in some members' mind on the perception of a volunteer culture that conducting SAPA business in a casual, haphazard or even at times in a derelict manner is tolerable; or that if things are done in the name of helping the communities, they become automatically justified. These are fallacies. SAPA has unalienable obligations to the public, its members and the professions they represent. In addition, due to the limited resources and time typically associated with a volunteer-based organization, it is unrealistic and can become prohibitively burdensome to establish and enforce a complicated system and many procedures to closely monitor SAPA operation. We have realized that leaders of SAPA, in particular, need to accept a body of high professional and ethical standards for the guidance in various professional dealings, so as to provide effective leadership.

\*\* This may be an electronic signature or replaced by a confirmation email.