
ETHICS AND PERSONAL USE OF ACP ASSETS POLICY

Ethics Policy

Procedure Sections

Last Revised: June 2014

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Reason for Policy

This procedure outlines the expectations for ethical behavior of members, participants and staff at the Aspen Center for Physics.

Who Should Know This Policy

- Principal Investigators
- Administrative Staff
- Winter Conference/Summer Workshop Organizers
- Proposal Committee
- Trustees
- Officers
- General Members
- Participants

Contacts

Subject	Contact
Ethics Questions	President and Officers



Applicable ACP Policies

- none
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ETHICS POLICY at ACP

Ethics

Given its mission, the Aspen Center for Physics has adopted a code of ethics to guide its board members, committee members and staff in their conduct when acting on behalf of the Aspen Center for Physics. The Code contains broad principles reflecting the types of behavior the Aspen Center for Physics expects towards participants, donors, employees, peers and the public. This policy is not intended as a stand-alone policy. It does not embody the totality of the Aspen Center for Physics' ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This Code will be reviewed periodically.

Board members, committee members and staff should:

1. Listen to our stakeholders and make all reasonable efforts to satisfy their needs and concerns within the scope of our mission, and to strive for excellence and innovation and demonstrate professional respect and responsiveness to constituents, donors and others.
2. Make an effort to understand, respect and support our participants from other cultures, exemplified by the contributions of our staff and executive leadership, and to contribute to an organizational culture that respects the diverse, individual contributions of staff and leadership.
3. Respect the confidentiality of sensitive information about the Aspen Center for Physics, its members, participants, donors, board and employees.
4. Comply with applicable Federal, state and local laws, regulations and fiduciary responsibilities in an effort to create transparency in all of our operations.
5. For the board of directors, provide credible and effective oversight to the organization's work without personal bias.
6. Not accept commissions, gifts, payments, loans, promises of future benefits or other items of value from anyone who has or may seek some benefit from the Aspen Center for Physics in return, other than occasional gifts of nominal value that are in keeping with good business ethics.



7. Abide by the governing documents and policies of the Aspen Center for Physics.
8. Be accountable for adhering to this Code of Ethics.
9. Implement and follow a Conflict of Interest Policy.
10. Implement and follow a Whistleblower Policy.
11. Act at all times in accordance with the highest ethical standards and in the best interest of the Aspen Center for Physics, its members, participants, donors and reputation.
12. Openly and honestly tell the truth.
13. Honor our commitments and promises to the best of our abilities.
14. Appropriately acknowledge contributions from other individuals and organizations who help facilitate our goals.
15. Not be deceptive in our fundraising activities or in prospecting for new members to join the Aspen Center for Physics.
16. Advocate for all nonprofit organizations, but not for any specific initiative - being respectful to the sector as a whole.
17. Not lobby with the intent to influence individual candidates.

Compliance, Monitoring and Reporting

The Aspen Center for Physics management is responsible for communicating this Code of Ethics to all members of the board of directors, standing committee members, as well as staff, staff interns and staff volunteers and for ensuring its adherence at all times.

Personal Use of ACP Assets

ACP assets include physical assets such as buildings, vehicles, office equipment, telephones, tools, material, supplies, computers and similar assets, as well as intangible assets such as computer software and databases, proprietary information such as customer information, and intellectual property such as patents, copyrights, and trademarks. It also includes the assets of others for which the company is responsible such as equipment, proprietary information and reports, or computer programs that are leased or loaned to the Center.

Employees and members are expected to protect the Center's assets, ensure their efficient use, and be responsible for the proper safeguarding and authorized use of any Center asset in carrying out job duties and assignments.



Electronic and telephone communication systems are provided to employees to enhance their ability to perform their jobs. Computer hardware, software and data stored electronically must be adequately safeguarded against damage, loss, alteration, theft or unauthorized access. All employees are responsible for the protection and confidentiality of computer passwords and other personal system and network access information. Generally, employees should not divulge their passwords to anyone.

You will be held responsible for what you say in an e-mail message. Occasional personal use of company assets is permissible, as long as such use is authorized by the Administrative Vice President, does not violate the standards contained in the Ethics Policy and does not violate Center policies and procedures. Employees or members may not use Center assets for outside activities and never for personal gain or profit.

Roles & Responsibilities

All Stakeholders: Responsible for following the code of ethics .

Appendix: Applicable Federal Regulations & Criteria

IRC 501(c)3 and 4958, CRS 7-133-101, 990

