



## **American Country Dance Association Code of Professional Conduct for Board of Directors and Staff Representatives**

### **CORE PRINCIPLE**

The American Country Dance Association (ACDA) has long been recognized as one of the Nation's most trusted and well-regarded dance circuits. For more than twenty years, we have repeatedly reinvented ourselves to meet new challenges. What always has remained unchanged is our unwavering commitment to integrity.

As a member of the ACDA Board of Directors, or in any official capacity representing the ACDA, you are responsible for adding value to dance events on the ACDA circuit and contributing to the ethical success of those events. You accept professional responsibility for your individual decisions and actions. You are also an advocate for the circuit by engaging in activities that enhance its credibility and value.

### **GUIDELINES**

As a member of the Board of Directors or in any official capacity representing the ACDA, you should:

- Adhere to the rules and regulations outlined by ACDA.
- Demonstrate high standards of integrity and professionalism.
- Act in the best interests of the ACDA and avoid situations where personal interests or relationships interfere with acting in good faith on behalf of the ACDA.
- Be open and transparent in communications, while maintaining a safe and productive meeting environment when conducting official business of the ACDA.
- Maintain confidentiality of verbal or written information or any privileged observations relative to your role within ACDA.
- Respect your colleagues and customers—in words and actions.
- Abstain from using excessive profanity or other forms of abusive language, gestures, or written material.
- Abstain from expressing derogatory comments or actions about colleagues or customers.
- Avoid any form of harassment, intimidation, victimization, or illegal discrimination.
- Abstain from drinking alcoholic beverages or using any intoxicating substances while actively performing your contractual duties during competition sessions.

## **NOTIFICATION OF VIOLATION**

The ACDA may have to take disciplinary action against those who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Written warning,
- Suspension or removal of work/event privileges, if applicable, and/or
- For repeated violations committed by an Event Director or his/her Co-Director, suspension or removal of event sanctioning.

We may take legal action in cases of corruption, theft, embezzlement, or other unlawful behavior.