

CODE OF CONDUCT POLICY

Purpose

To establish a clear code of conduct including procedures for development/maintenance, implementation and enforcement for individuals representing SIDP as defined in scope.

Scope

Individuals nominated, elected or appointed to board of director, officer, committee or editorial positions; members; recipients of SIDP grants; appointees representing SIDP to other organizations; nominees and recipients for awards and/or fellow designation (i.e., FIDP); and contractors, including but not limited to the Executive Director, Continuing Education Coordinator, and individuals serving like positions (collectively the participants).

Definitions

DEI: diversity, equity and inclusion

Procedures

I. Goal

The overall goal is to establish and enforce a Code of Conduct including a DEI Statement reflective of the highest ethical standards that reinforces the commitment of SIDP to providing an ethical, professional environment free from harassment and discrimination. The DEI Statement is intended for inclusion in all SIDP-related documents

(https://sidp.org/resources/Documents/Linked%20Documents/SIDP_DEIB_STATEMENT_FINAL%20June2022.pdf).

II. Development/Maintenance

A. The Code of Conduct Policy and Attestation Statement (Attachment) is developed/maintained by the Board of Directors.

B. The President-Elect reviews the Code of Conduct and these Procedures upon assuming the role and proposes revisions, if needed, at the November or December Board of Directors annual meeting.

C. The DEI Statement (https://sidp.org/resources/Documents/Linked%20Documents/SIDP_DEIB_STATEMENT_FINAL%20June2022.pdf) is developed/maintained by the Board of Directors in conjunction with the DEI Committee. It is intended to reinforce the commitment of SIDP to the equitable treatment of all individuals.

D. The Code of Conduct and the policy governing may be amended only upon a majority vote of the SIDP Board of Directors.

III. Implementation

A. The Code of Conduct must be reviewed, and the Attestation Statement must be signed and electronically submitted to Affinity-Strategies Senior Association Manager (shelley@affinity-strategies.com), before an individual assumes any elected or appointed position, becomes a member, or as otherwise requested by SIDP.

B. The Code of Conduct/Attestation Statement must be signed by all individuals completing applications related to awards, grants, and fellowships.

Last approved: 2/13/2024

Who we are: The Society of Infectious Diseases Pharmacists (SIDP) is a 501c3 professional organization dedicated to the appropriate use of antimicrobials through education and training, research, and policy. SIDP is the premier organization for pharmacists engaged in infectious diseases, with more than 2000 pharmacist and other healthcare professional members. Part of our mission is to develop collaborative relationships with other professional and regulatory organizations involved in education, clinical practice, research, and policy development related to the prevention and management of infectious diseases.

- C. SIDP contractors, including the Executive Director, Continuing Education Coordinator, and individuals serving like positions, must review the Code of Conduct and sign the Attestation Statement with each contract review/update.
- D. Attendees at SIDP-related meetings/events, including sponsors, exhibitors, and other individuals not included in the definition of Participants, are provided the Code of Conduct (electronically) upon registration. These individuals are not required to sign Attestation Statements, however, SIDP expects that attendees conduct themselves consistent with the Code of Conduct.
- E. Notwithstanding any other provision within this policy, SIDP contractors and the attendees who do not otherwise meet the definition of a "Participant" are not subject to the procedures stated in Section V (Enforcement).

IV. Complaints.

- A. The Board of Directors, with the assistance of the Executive Director, receive and investigate complaints regarding alleged violations of the Code of Conduct (each a "Complaint") and address each such Complaint in accordance with this policy.
- B. Complaints may be initiated by any SIDP member, including Board members and officers, having first-hand knowledge of the alleged misconduct by any individual subject to the Code of Conduct. The individual who submits a Complaint is referred to herein as the "Complainant."
- C. Each complaint must:
 - 1. state all pertinent facts surrounding the matter that are known to the party asserting the Complaint;
 - 2. be dated and signed by the Complainant;
 - 3. include all pertinent documentation available to support the Complaint; and
 - 4. if known, the provision(s) of the Code of Conduct allegedly violated.
- D. Complaints must be filed promptly and in no event more than three (3) years from the date when the Complainant was aware of or should have been aware of the facts giving rise to the alleged violation of the Code of Conduct. The Executive Director shall summarily dismiss any Complaint not filed within the foregoing three-year period.
- E. Only Complaints alleging conduct by a Participant in violation of the Code of Conduct are subject to these Procedures. Upon receiving a Complaint, the Executive Director confirms that: (i) the subject of the Complaint (the "Respondent") is a Participant; and (ii) the pertinent facts stated in the Complaint, if true, would constitute a violation of the Code of Conduct by the Respondent. If the Complaint does not satisfy these requirements, then the Executive Director summarily dismisses the Complaint.

V. Enforcement.

- A. Except as deemed necessary to be in furtherance of these Procedures or in the best interest of SIDP, all violations are addressed in a confidential manner by the SIDP Board and, as applicable, the Executive Director. Despite the foregoing, under no circumstances shall an SIDP Board member, the Executive Director, or any other representative of SIDP be liable to the Complainant or the Respondent for disclosure of information or any actions taken in the furtherance of these Procedures.
- B. The need for further investigation and/or resultant disciplinary action(s) are determined by the

Last approved: 2/13/2024

Who we are: The Society of Infectious Diseases Pharmacists (SIDP) is a 501c3 professional organization dedicated to the appropriate use of antimicrobials through education and training, research, and policy. SIDP is the premier organization for pharmacists engaged in infectious diseases, with more than 2000 pharmacist and other healthcare professional members. Part of our mission is to develop collaborative relationships with other professional and regulatory organizations involved in education, clinical practice, research, and policy development related to the prevention and management of infectious diseases.

Board, with assistance from the Executive Director, after due consideration.

- C. If a Board member and/or the Executive Director may have or appear to have a conflict of interest related to the enforcement of the Code of Conduct, then they recuse themselves from the enforcement proceedings.
- D. Individuals accused of violating the Code of Conduct are provided with an opportunity to respond. The Board otherwise shall determine, in its sole discretion, the manner and extent of its investigation with respect to a Complaint. The Board meets (via conference call or otherwise) as many times as it deems appropriate in connection with its investigation. The Board may contact and interview the Complainant and the Respondent.
- E. Following the investigation, the Board shall meet (via conference call or otherwise) and determine by majority vote if the Respondent's conduct violated the Code of Conduct. The Board's determination will be based on the documentation and information submitted by the Complainant and the Respondent and any additional documentation and information gathered during the Board's investigation.
- F. If the Board determines the Respondent violated the Code of Conduct, then it shall determine by majority vote one or more of the following disciplinary measures to impose:
 - 1. reprimand (privately) or censure;
 - 2. temporary or permanent expulsion from SIDP events or activities without warning or refund;
 - 3. required remedial action;
 - 4. removal from elected office, committee(s), or membership in SIDP; and/or
 - 5. revocation of current or future consideration for awards.
- G. The Respondent is notified of the conclusions rendered by the Board and any disciplinary measures imposed, by the Executive Director and/or current SIDP president within 30 days of the Board's decision.
- H. All decisions of the Board in accordance with the foregoing provisions are final and not subject to appeal.

VI. Release and Indemnification

All Complainants (by submitting a Complaint and initiating these Procedures), and all Respondents (by accepting an appointment or award, participating with SIDP, or otherwise signing the Attestation Statement), are and agree to be subject to the Code of Conduct and these Procedures, and thereby release, indemnify, and hold harmless SIDP and the Board members, S Executive Director, and SIDP staff and other representatives (collectively, "Released Parties" and each a "Released Party") from and against any and all claims, demands, actions, losses, damages, and expenses (including reasonable attorneys' fees and costs incurred in defending such claims), directly or indirectly resulting from, arising out of, or in any way related to the Released Parties, or any Released Party's actions in connection with the implementation of these Procedures.

VII. Governing Law

SIDP maintains its principal place of business in Illinois. All Complainants (by submitting a Complaint and initiating these Procedures), and all Respondents (by choosing to be an SIDP member and thereby subject to the Code of Conduct and these Procedures), agree that: (i) Illinois

Last approved: 2/13/2024

Who we are: The Society of Infectious Diseases Pharmacists (SIDP) is a 501c3 professional organization dedicated to the appropriate use of antimicrobials through education and training, research, and policy. SIDP is the premier organization for pharmacists engaged in infectious diseases, with more than 2000 pharmacist and other healthcare professional members. Part of our mission is to develop collaborative relationships with other professional and regulatory organizations involved in education, clinical practice, research, and policy development related to the prevention and management of infectious diseases.



law shall govern all legal issues, if any, that may arise out of a Complaint submitted in accordance with these Procedures and/or in any other way regarding or pertaining to the implementation of these Procedures; and (ii) any claim or dispute arising out of or relating to these Procedures are adjudicated in the courts of the State of Illinois and in particular in either the Circuit Court for DuPage County or the United States District Court for the Northern District of Illinois.

Attachment

Code of Conduct with Attestation Statement

https://sidp.org/resources/Documents/Linked%20Documents/SIDP%20Policy%20Att_Code%20of%20Conduct_Attestation_2024_FINAL.pdf

Approving Body/Date of Approval

Approved by the SIDP Board of Directors
February 13, 2024

Contact Information:

Shelley Warnock (shelley@affinity-strategies.com)

Last approved: 2/13/2024

Who we are: The Society of Infectious Diseases Pharmacists (SIDP) is a 501c3 professional organization dedicated to the appropriate use of antimicrobials through education and training, research, and policy. SIDP is the premier organization for pharmacists engaged in infectious diseases, with more than 2000 pharmacist and other healthcare professional members. Part of our mission is to develop collaborative relationships with other professional and regulatory organizations involved in education, clinical practice, research, and policy development related to the prevention and management of infectious diseases.