

ASGCT Volunteer Code of Conduct

ASGCT is committed to providing a **productive, inclusive, and welcoming environment** for all volunteers that encourages the free exchange of ideas while promoting **equal opportunities and respectful treatment** for all participants.

Definition of ASGCT Volunteers

The definition of “ASGCT volunteers” includes, but is not limited to:

- Members of the ASGCT Board of Directors
- Members of ASGCT standing and scientific committees
- Abstract reviewers
- Members of ad hoc ASGCT committees and work groups
- Speakers, chairs, hosts, and moderators for ASGCT events and offerings

Volunteer Expectations and Responsibilities

Volunteers serve at the discretion of ASGCT’s Board of Directors, who have full responsibility for the management, direction and control of the business, policies and affairs of ASGCT. By serving as an ASGCT volunteer, individuals commit to the following principles in their interactions with fellow ASGCT volunteers, members, staff, and any public audiences within an ASGCT forum:

- **Accountability**
 - Act in the best interests of the committee, in accordance with the committee charter and guidelines
 - Fully disclose actual or potential conflicts of interest as they arise to avoid real or perceived conflicts.
- **Ethical and Professional Standards**
 - Maintain professionalism, respect, and fairness in all ASGCT activities.
 - Follow ASGCT’s [Discrimination & Harassment Policy](#), [Meeting Code of Conduct](#), and all related policies.
 - Uphold the confidentiality of sensitive or proprietary information.
 - Maintain the highest standards of ethical behavior as a representative of ASGCT.
- **Respect and Consideration**
 - Treat others with courtesy, kindness, and respect.
 - Actively listen to and consider differing perspectives.
 - Promote collaboration, cooperation, and partnership among ASGCT members.
- **Constructive Interactions**
 - Maintain civil, courteous communication in all interactions.
 - Leave space for others to speak or participate in conversations.
 - Avoid belittling, bullying, or disrespectful behavior, including non-verbal communication.
- **Diversity, Equity, and Inclusion**
 - Foster a welcoming environment for individuals of all backgrounds, including differences in race, culture, ability, age, gender, gender identity, sexual orientation, religion, political affiliation, or socioeconomic status.
 - Be mindful of unconscious bias in interactions and decision-making.
- **Time Commitments and Communication**
 - Fulfill the time commitments for the role as communicated by ASGCT staff.
 - Notify ASGCT promptly if personal or professional circumstances affect your ability to participate fully in the volunteer position or if you need to resign from your role.

Addressing Concerns and Maintaining Accountability

ASGCT is committed to maintaining a positive and respectful environment for all volunteers. When challenges arise, it is important to address them promptly and fairly. Below are the steps volunteers can take to report concerns and the actions ASGCT may take when expectations are not met.

Reporting Conflicts or Concerns

If a conflict or concern arises, volunteers are encouraged to contact the **ASGCT staff liaison** responsible for their volunteer role as soon as possible. All reports will be handled with discretion to ensure a fair and respectful resolution. Volunteers are encouraged to raise concerns in good faith, knowing they will be addressed professionally in alignment with ASGCT's values of inclusion, respect, and integrity.

Actions for Addressing Policy Violations

ASGCT reserves the right to take appropriate and proportionate action in response to any failure to meet the expectations outlined in this code. Such actions may include, but are not limited to:

- Verbal or written warnings.
- Suspension or removal from a volunteer role.
- Ineligibility to participate in future volunteer opportunities.

ASGCT is committed to handling all issues fairly to maintain a positive environment for all volunteers.