




ACLP

PROFESSIONAL CODE OF CONDUCT

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OVERVIEW

The Association of Child Life Professionals (ACLP) is committed to providing a professional, safe, and welcoming environment for all. In order to uphold our commitment to delivering and supporting a positive environment, ACLP has developed the ACLP Professional Code of Conduct.

WHAT The ACLP Professional Code of Conduct is intended to provide ACLP participants with a set of best practices and guidelines on standards of conduct to which ACLP participants agree they will adhere when joining and maintaining their ACLP membership and/or participating in ACLP activities and events.

This Code applies to any conduct and communication of an ACLP Participant involving ACLP members, ACLP staff, ACLP contractors, or non-member participants of ACLP in connection with or resulting from any ACLP-related business, activity, or at ACLP functions, as defined below.

WHY ACLP expects all participants to uphold ACLP's commitment to delivering and supporting a positive environment for all ACLP members and others affiliated with ACLP.

WHO This Code was developed by the ACLP Governance Committee (2022-2023), ACLP CEO, as well as legal counsel.

WHEN The ACLP Professional Code of Conduct will go in effect on November 1, 2023.

COMPLAINT & APPEAL FORMS

[ACLP Professional Code of Conduct: Complaint Form](#)

[ACLP Professional Code of Conduct: Appeal Form](#)



ACLP PROFESSIONAL CODE OF CONDUCT

The Association of Child Life Professionals (ACLP) is committed to providing a professional, safe, and welcoming environment for all members and participants on ACLP Committees, Task Forces, and ACLP function participants and expects such ACLP participants to uphold ACLP's commitment to delivering and supporting a positive environment for all ACLP members and others affiliated with ACLP.

ACLP's Professional Code of Conduct (the "Code") is intended to provide ACLP Participants with a set of best practices and guidelines on standards of conduct to which ACLP participants agree they will adhere when joining and maintaining their ACLP membership and/or participating in ACLP activities and events. This Code applies to any conduct and communication of an ACLP Participant involving ACLP members, ACLP staff, ACLP contractors, or non-member participants of ACLP in connection with or resulting from any ACLP-related business, activity, or at ACLP functions, as defined below.

All conduct and all communications arising out of or resulting from ACLP business or activities that are related to ACLP or ACLP participants, including but not limited to conduct and communications at ACLP-sponsored functions (in-person or virtual conferences, workshops, summits, think tank, committee meetings, Board meetings, etc.), at ACLP-affiliated functions, or member representation of ACLP at a non-ACLP function or in ACLP business (collectively referred to as "ACLP Functions"), are expected to be in accordance with this Code.

Further, ACLP may establish a code of conduct for specific ACLP functions that may apply to a broader group in attendance at the specific function. ACLP participants attending these specific functions must follow that specific ACLP function's code of conduct, related terms, and conditions, as well as this Code.

This Code governs conduct of ACLP participants and will be enforced by ACLP. As such, this Code does not give rise to a legal cause of action, create a presumption, or serve as evidence that a legal duty has been breached, or form the basis for governmental enforcement proceedings.

EXPECTATIONS OF ACLP PARTICIPANTS

As a condition of participation in ACLP functions, ACLP expects participants to demonstrate their commitment to ACLP's core values by conducting themselves consistent with the following principles including but not limited to:

- Exhibiting common courtesy and civility
- Acting in a businesslike, ethical, and professional manner
- Supporting diversity, equity, and inclusion throughout ACLP
- Refraining from discriminatory or harassing behavior directed toward any other ACLP Participants

MISCONDUCT

The ACLP Board of Directors (“Board”) and Governance Committee (“GC”) identify types of misconduct and make determinations on whether a participant engaged in misconduct on a case-by-case basis. This Code addresses misconduct in three general areas: Personal Misconduct, Professional Misconduct, and Legal Misconduct. The examples set forth below are examples of misconduct in these areas; however, misconduct is not limited to these examples and is subject to further review by ACLP. In some cases, complaints may only apply to ACLP members as determined solely by ACLP.

Personal Misconduct:

- Threatening (physically and/or verbally), engaging in demeaning gestures and/or language, stalking, physically or verbally abusing, or using combative language toward any other ACLP Participant (as defined earlier in this Code) in any communications including but not limited to those communications arising out of, or related to, any ACLP business or activity or at any ACLP Function as defined earlier in this Code. This applies to contact in person, by email, telephone, social media, or any other media regardless of whether the contact occurs at ACLP Functions, or the subject matter relates to ACLP.
- Harassing or discriminating against any individual, including but not limited to making negative comments, insults, offensive jokes, using ridicule or mockery, slurs or name-calling, making physical assaults or threats, or otherwise exhibiting prejudice based on that person’s race, color, sex, pregnancy/maternity or related medical conditions, gender identity/expression, sexual orientation, religion, age, ethnic or national origin, ancestry, citizenship, marital or family status, disability or perceived disability status, genetic information, veteran status, or any other legally protected characteristics in accordance with applicable law.

MISCONDUCT

Personal Misconduct Cont.:

- Endangering the health or safety of others, including but not limited to the brandishing of firearms, explosives, chemicals, or other weapons or the threat (substantiated or implied) of using such weapons, tampering with safety systems (such as fire-fighting equipment), turning in a false alarm, or engaging in behavior that constitutes a fire hazard at ACLP Functions.
- Subjecting another person to physical conduct or sexual attention which that person perceives as offensive or unwelcome. ACLP will take into account self-defensive conduct.
- Engaging in lewd, indecent, disruptive, or disorderly conduct (including such conduct which results from a member being under the influence of alcohol or drugs) at ACLP Functions.

Professional Misconduct:

- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) of a crime relating to or arising out of the member's professional/work conduct.
- Failing to keep secure or to properly use ACLP confidential information and ACLP member personal data which the member may have access to in connection with ACLP activities.
- Showing unwelcome sexual attention, including inappropriate use of nudity and/or sexual images, in public spaces or presentations.
- Disrespecting other persons' views, including intentionally interrupting others while they are speaking, disrupting ACLP Functions, and failing to comply with ACLP Functions moderators.

MISCONDUCT

Professional Misconduct Cont.:

- Failing to comply with any ACLP policy that may be applicable to such member, including but not limited to the code of conduct, terms, and conditions that may apply to participation in specific ACLP Functions. ACLP policies applicable to all ACLP members are available on ACLP's website and include Non-Discrimination and Harassment Policy; Whistleblower Policy and any other policy noted as applicable to membership. ACLP members serving on the Board or volunteer leaders of ACLP have additional requirements including, but not limited to, ACLP's Confidentiality Policy, Conflict of Interest Policy, and Board Roles and Responsibilities Policy.

Legal Misconduct:

- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) for violations of national, regional, or local laws or regulations.
- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) of a felony or a crime that is violent, dangerous to others, or vile or depraved arising out of the member's personal conduct.
- Harassing or discriminating against any individual on the basis of that person's race, color, sex, pregnancy/maternity or related medical conditions, gender identity/expression, sexual orientation, religion, age, ethnic or national origin, ancestry, citizenship, marital or family status, disability or perceived disability status, genetic information, veteran status, or any other legally protected characteristics in accordance with applicable law.

MISCONDUCT

Legal Misconduct Cont.:

- Violating national, regional, or local regulations regarding the purchase, possession, or consumption of alcoholic beverages, including the furnishing of alcoholic beverages to minors, at ACLP Functions.
- Possessing, distributing, or selling illicit drugs, as may be prohibited by law, at ACLP Functions.
- Violating any statute, governmental regulation, or disciplinary action by any licensing or other authority, relating to, or arising out of, the member's work.
- Engaging in fraud, money laundering, misappropriation of ACLP funds, or other similar issues.
- Failing to comply with antitrust regulations in connection with ACLP activities.
- Engaging in unauthorized use of tangible or intellectual property.
- Intentionally or recklessly defacing public or private property at ACLP Functions.

COMPLAINTS

Any ACLP participant may bring a complaint against any other ACLP participant if they believe, in good faith, that the participant engaged in conduct in violation of the Code. Individuals may also bring a complaint against an ACLP participant based on publicly available information such as court documents, newspaper articles, or social media posts that were verified by independent sources.

ACLP will communicate on complaints for ACLP participants as noted earlier in this Code. Anonymous complaints are not acceptable. Complaints must be submitted in writing using the ACLP Professional Code of Conduct Complaint Form. Participants engaging in misconduct are subject to disciplinary action as outlined in ACLP's Professional Code of Conduct Discipline Policy.

Instances of misconduct that require immediate attention during ACLP Functions should be brought promptly to the attention of ACLP senior management, a member of the Board, or the most senior ACLP staff member or ACLP representative attending ACLP Functions.

FOR ACLP MEMBERS: AGREEMENT

To qualify for ACLP membership or to renew ACLP membership, individuals must accept the following agreement as a condition of initial, or renewal of their existing, ACLP membership:

As an ACLP member, I agree to abide by the ACLP Professional Code of Conduct (“Code”). I understand that participation in ACLP is a privilege and is not a right and that ACLP may take disciplinary action against me pursuant to the ACLP Professional Discipline Policy for any violations of the Code. I understand that membership may be revoked with just cause or other disciplinary action may be taken against me. I agree that my participation in ACLP will be at my sole and exclusive risk, and I (and anyone claiming on my behalf) hold harmless ACLP, its Board, and staff from any damages, claims, loss, and liability from my participation in any program, activity or ACLP Functions.

DISCIPLINE POLICY

POLICY

Disciplinary process in response to a violation/complaint of the ACLP Professional Code of Conduct, and/or Non-Discrimination and Anti-Harassment Policy. This policy applies to all ACLP members and non-members participating in ACLP Committees, work groups, ACLP Task Forces, and ACLP Functions.

PROCEDURE

The Professional Code of Conduct identifies misconduct in three general areas: Personal Misconduct, Professional Misconduct, and Legal Misconduct, as set forth in the ACLP Professional Code of Conduct. Once a complaint is filed using the ACLP Professional Code of Conduct Complaint Form, the procedure is as follows:

- The complaint is processed via the Governance Ethics Subcommittee (“ESC”) on a confidential basis after first ensuring no ESC member has a conflict of interest in connection with the complaint.
- If the complainant is a witness (third-party) to a violation that occurred of the Code of Conduct, and/or Non-Discrimination and Anti-Harassment Policy, the individual who was directly affected will be asked, but is not required to participate in any needed ESC investigation along with the complainant.
- If the ESC determines that the conduct alleged is outside of the scope of the identified policy/practice, or that the complaint is incomplete or insufficient, the ESC may either request additional information or dismiss the complaint. If the complaint is dismissed, notification will be provided to the complainant offering detail about the reasons for dismissal as reasonably determined by ESC. If the ESC determines that the complaint may be corrected, it will submit a request for additional information to the complainant. The ESC will dismiss any complaint that is not within the purview of ACLP and the Professional Code of Conduct.

- If the ESC determines that the complaint is sufficient, and that the conduct falls within the scope of the identified policy/practice, a notification will be sent, in writing and marked “personal and confidential – To Be Opened Only by the Addressee”, to the respondent, a copy of this policy, a copy of the Code of Conduct, and Non-Discrimination and Anti- Harassment Policy, and all relevant facts and documents.
- Notification to the respondent is sent in a manner that provides proof of delivery (such as certified mail or other similar signature required postal or delivery services) and records of delivery attempts. ACLP shall make up to three (3) delivery attempts over a time period not to exceed three weeks. The respondent has 30 days from their receipt of the notification, or if delivery is not accepted, from the final delivery attempt date, to submit a written response to the ESC on the complaint or to request an extension of time in which to respond, but not more than an additional three (3) days; the response should be sent to the CEO by email to AHeron@childlife.org.
- Upon the ESC’s receipt of the respondent’s response or, if none, 31 days or more after the delivery of the complaint notice or the final delivery attempt date of the notice, the ESC will meet to review the respondent’s response (if any) and any additional information obtained. Additional information may be requested from the complainant or respondent at this time.
- The complainant and respondent will be invited to participate for up to a 30-minute portion of the meeting to present their viewpoint via a virtual/teleconference connection. The ESC will then decide, by a majority vote, whether the respondent violated the Code of Conduct, and/or the Non-Discrimination and Anti- Harassment Policy.
- If the ESC determines that the respondent did not violate the Code of Conduct, and/or Non-Discrimination and Anti- Harassment Policy, the complaint will be dismissed, and the respondent and complainant will be notified of the decision.
- If the ESC determines that the respondent violated Code of Conduct, and/or the Non-Discrimination and Anti- Harassment Policy, the ESC decides by majority vote on the disciplinary action(s) against the respondent to recommend to the Executive Committee.
- The ESC’s recommendation for disciplinary action is sent to the Executive Committee for review in an Executive Session after first ensuring no Executive Committee Member has a conflict of interest in connection with the respondent.

- The decision of the Executive Committee may be appealed to the Board. The decision of the Board is final.
 - Disciplinary actions -Should it be determined that there was a violation of the code of conduct, the ESC can recommend, and the Board of Directors can implement, disciplinary actions against the respondent including, but not limited to, any individual or combination of the following disciplinary actions:
 - i. Issue a Letter of Censure to respondent. The Letter of Censure is a written reprimand that specifies the nature of respondent's misconduct and informs the respondent that further disciplinary action may be taken if misconduct is not corrected.
 - ii. Restrict or ban participation in ACLP Functions and/or activities for a specified period. The period may be limited or unlimited in duration.
 - iii. Suspend or remove from ACLP leadership positions, committees, or other workgroup/task forces/panels for a specified period. The period may be limited or unlimited in duration.
 - iv. Hold the respondent personally liable for restitution if damage occurs due to the respondent's action.
 - v. Retract ACLP awards, grants, or scholarships to the respondent. The retraction of ACLP awards, grants, or scholarships presented to respondent will include termination of any funding commitments to the respondent.
 - vi. For ACLP Members, Suspend respondent's ACLP membership for a specified period. Suspension may or may not include a requirement that the respondent must apply to the ESC for reinstatement of membership after the suspension period is over. The requirement to apply for reinstatement will be based on the ESC's determination of the severity of respondent's misconduct.
 - vii. Terminate ACLP membership with no opportunity to reapply for membership.

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ASSOCIATION OF
Child Life
Professionals

The logo consists of three stylized human figures. A large green figure is on the left, with its arms curved to embrace a smaller blue figure in the center. To the right of the blue figure is another large blue figure, also with its arms curved to embrace the blue figure. The figures are composed of simple shapes: circles for heads and curved lines for bodies and arms.