

Leadership Code of Conduct & Agreement to Serve

The Endocrine Society (the Society) is committed to ensuring balance, independence, and objectivity in its governance, programmatic, educational, and other activities. The Society has adopted the following leadership Code of Conduct for all volunteers to ensure its committees and member groups support a diverse and inclusive network of clinician, researcher and educator members and leaders.

I understand that by being involved in the Society's governance, including all committees and task forces, programming, education, and other activities I must complete disclosure statements and agree to adhere to the leadership conduct policies below and agree to abide by the prevailing core values and other Codes of Conduct of the Society.

Confidentiality and Non-disclosure

By accepting this position, I understand that in the course of normal operations confidential information concerning financial, personnel, and other matters may be included in meeting materials or discussed. I will treat this information as confidential and proprietary and refrain from sharing this information with other parties.

Participation

By accepting this position, I accept the duties and responsibilities of my position with integrity, collegiality, and care. This includes:

- Actively participate in all in-person and virtual meetings.
- Be prepared to discuss the issues and business on the agenda and have read all background material relevant to the topics at hand.
- Respect the opinions of fellow leaders and leave personal prejudices out of all discussions.
- Be generally supportive of approved actions of the Board and/or volunteer groups even when the member personally did not support the action taken.
- Put the interests of the Society above personal interests.
- Represent the Society in a positive and supportive manner.

Non-Discrimination and Non-Harassment

The Society is committed to providing a safe, productive, and welcoming environment free of unlawful harassment or discrimination due to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, genetic information, physical or mental disability, educational attainment, or political affiliation of any



individual or any other legally protected characteristic. Harassment and discrimination of any kind will not be tolerated.

Lawful Compliance

I acknowledge that all individuals must obey all applicable laws and regulations of the relevant local, state, and national government entities while acting on behalf of the Society.

Committee Contributions

I transfer, grant, and assign in perpetuity and royalty-free to the Society, all rights, title, and interests, including copyright, in all work products (Works) that I, the Contributor, create as a member of the group and/or committee for the Society's use.

I warrant and represent that (a) no parts of the Works infringe any copyright or knowingly defame or violate the rights for any third party, and (b) if any material owned by a third party is included in the Works, I, the Contributor, have notified the Society so that permission to include that material can be obtained – or, if obtaining permission is not feasible, that material can be removed from the Works before publication or dissemination.

Society Brand and Reputation

I understand that the use of the Society's logos, name, trademarks, and other intellectual property by volunteers should only be used in accordance with Society regulations and policies. Society logos and trademarks may not be used in a way that suggests endorsement by the Society or in an infringing or other unlawful manner. I understand that volunteer leaders are not authorized spokespeople for the Society, that responsibility belonging solely to the President of the Society, the Chief Executive Officer, or their designee.

By accepting this position, I understand that all individuals should not publicly disparage or criticize: (1) the quality or content of products, services, and other offerings of the Endocrine Society to members and others, including publications and conferences; (2) medical, policy, or legislative positions of the Endocrine Society; (3) suppliers, advertisers, and exhibitors of the Endocrine Society; or (4) the field of endocrinology.

If an individual chooses to identify as a Society member leader within a social media post which references Society business, individuals are asked to state specifically in such postings that the views expressed are their own and not those of the Society.

All inquiries from the media (phone, email and/or social media) must be triaged through the Chief Communications Officer and the media relations staff.



Agreement to Serve

By accepting this position, I understand that my time and contributions to the service of the Endocrine Society is vital to its mission and therefore I agree to the terms of service of the committee and/or working group and will adhere to all provided assignments and timelines. I also acknowledge that it is my responsibility to communicate changes in circumstances that may impact my ability to meet the service needs of this group.

I acknowledge that violations of this Code of Conduct should be promptly reported to the Chair of the member group where this conduct violation occurred. Should the violation involve that individual, complaints should be provided to the President of the Society’s Board of Directors. Complaints alleging misconduct on the part of member leaders will be investigated promptly and as confidentially as possible. Member leaders shall cooperate and assist in all Society investigations. Actions shall be taken where appropriate including but not limited to; asking the individual to leave a specific event or meeting, reassigning the individual to a new member group, resigning their leadership position(s), and prohibiting the individual from serving in future roles with the Society. The Society reserves the right, through its Board of Directors, to pursue additional remedies as it may deem appropriate.

I further acknowledge that Endocrine Society at its discretion reserves the right to terminate my service on this committee/working group should I be unable to meet or adhere to the expectations and obligations as stated above.

Signature

Date

Approved by the Board Dec. 2-3, 2022