



ANNA
American Nephrology
Nurses Association

Policy	2.21
Revised Policy	8/24
Revised Procedure	8/24
Bylaws & Policy Committee	8/24
BOD Reviewed and Approved ...	9/24
DEI Reviewed	2022-23
Substituted for	7/23
Original Date.....	7/23

POLICY & PROCEDURE

CODE OF CONDUCT

POLICY

The *Code of Conduct* is designed to provide all American Nephrology Nurses Association (ANNA) volunteers with a set of principles and expectations for appropriate conduct and behavior. ANNA is committed to high standards of ethical, moral, and legal business conduct. ANNA is further dedicated to acting in good faith with those individuals who raise concerns.

PROCEDURE

1. ANNA has developed the following documents that are designed to provide all ANNA volunteers with a set of principles and expectations for appropriate conduct and behavior as well as a *Code of Conduct Incident Report Form*:
 - *Code of Conduct Statement* (Policy & Procedure Addendum 2.21A)
 - *Code of Conduct Incidence Report Form* (Policy & Procedure Addendum 2.21B)
2. All ANNA volunteers are required to sign the *Code of Conduct Statement* prior to the start of their role.
3. Process for raising a Code of Conduct concern:
 - a. Reporting:
 - (1) The concern is to be submitted via the *Code of Conduct Incident Report Form* available through an online portal accessible through the Volunteer Resources section of the ANNA website.
 - b. Timing:
 - (1) Any investigation will commence immediately upon receipt of the complaint.
 - c. Evidence:
 - (1) A complainant is not expected to prove the truth of an allegation.
 - (2) Allegations should be reported in good faith.

4. Procedure for submission of a *Code of Conduct Incident Report Form*:

a. Initial Inquiries

- (1) When submitted, the *Code of Conduct Incident Report Form* will be electronically sent to the ANNA National President and/or the Executive Director who will immediately notify the Board Liaison to the committee or group the volunteer belongs.
- (2) Together, they can then decide whether to involve the DEI Consultant, Legal Counsel, or both to assist in addressing the complaint.

b. Further Information

- (1) The Board Liaison shall review any written documentation and may conduct interviews of all parties and any witnesses to the behavior to gather additional evidence.
- (2) The Board Liaison shall take all reasonable precautions to protect the identity of the complainant to the extent possible while doing so.

c. Reporting

- (1) The BOD shall receive information on each complaint.
- (2) In consultation with the Executive Director and, if necessary, legal counsel, the BOD will determine an appropriate response to the information submitted using the *Code of Conduct Incident Report Form*.
- (3) ANNA Volunteers who may be implicated in such reports shall not participate in any deliberation of the BOD related to the complaint, except to present information directly to the BOD on their own behalf.

ANNA Website Link:

<https://www.annanurse.org/members-only/volunteer-code-of-conduct-incident-report/>