



ANNA
American Nephrology
Nurses Association

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

POLICY & PROCEDURE ADDENDUM

CODE OF CONDUCT ACKNOWLEDGEMENT STATEMENT

1. All volunteers shall abide by and conform to these professional standards:
 - a. Act honestly and ethically while in the performance of their volunteer duties.
 - b. Treat all the American Nephrology Nurses Association (ANNA) employees, volunteers, and community members with respect, courtesy, and dignity.
 - c. Not discriminate and be respectful of all differences, including but not limited to race, ethnic, national, cultural, religious, sexual orientation, and gender identity.
 - d. Not bully, harass, or mistreat staff or other volunteers.
 - e. Obey all applicable local, state, and federal laws, while acting on behalf of ANNA, including all laws and regulations that govern appropriate conduct in the workplace.
 - f. Ensure accountability for adherence to the Code of Conduct.
 - g. Assist and cooperate with all ANNA investigations.
 - h. Report violations or suspected violations using the *Code of Conduct Incident Report Form*.
 - i. Violations should be reported through a designated portal accessible through the Volunteer Resources section on the ANNA website.
 - j. Seek assistance if they have questions about the Code of Conduct. They may contact the current National President and/or the Executive Director.

2. Adherence to Policies, Procedures, and Guidelines

- a. The American Nephrology Nurses Association (ANNA) develops policies, procedures, and guidelines with input from both volunteers and National Office staff and with consultation from legal, finance, and risk management experts.
 - (1) ANNA policies, procedures, and guidelines are updated regularly.
 - (2) Volunteers and National Office staff are expected to comply with all ANNA policies and procedures, including those described in this document.
 - (3) Failure to comply may be grounds for removal and/or disqualifications from future ANNA roles.

3. Attendance and Punctuality

- a. ANNA requests volunteers and National Office staff be reliable and punctual in reporting for scheduled ANNA activities.
- b. The ANNA volunteer or National Office staff member will notify the appropriate party as soon as possible if unable to attend an ANNA activity.

4. Bullying

- a. Bullying may rise to the level of harassment and is therefore prohibited.
- b. Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, or humiliates people, either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident.
- c. Some examples of bullying behavior include but are not limited to abusive and offensive language, insults, teasing, and spreading rumors. It can also include manipulation of the work environment or psychological manipulation.

5. Compliance

ANNA volunteers may be asked to complete paperwork, provide updated information, or complete a criminal background check for certain roles. Failure to complete these requirements may disqualify from serving in a particular role.

6. Good Stewardship

- a. Serving in a volunteer position requires good judgment and management of reasonable risks. All volunteers will be given a general ANNA orientation and specific training to understand and manage the risks in carrying out their specific roles.
- b. Volunteers will be required to comply with ANNA policy and to conduct ANNA business at the direction of ANNA and within the scope of their duties as a volunteer. This will help minimize the risk of liability to ANNA and reduce the risk of injury (physical or economic) to the volunteer and the people the volunteer associates with or tries to help.
- c. ANNA activities with inherent risks would include organizing fundraising events, assisting staff in carrying out duties, or serving in a governance role, on a committee or in a leadership role. There are specific association procedures and manuals that guide the volunteer in conducting these activities in a safe manner.
- d. ANNA indemnifies its volunteers against liability incurred while performing their volunteer duties conducted at the request of ANNA. ANNA purchases and maintains insurance policies, wherein volunteers are additional insureds, to provide the financial ability to fully indemnify, defend, and settle any claims of liability.

7. Term of Disqualification and/or Removal

- a. ANNA is committed to providing a safe and healthy environment for both staff and volunteers.
- b. Those who do not comply with the *Code of Conduct* may be subject to disciplinary action, including and up to disqualification and/or removal.

Please acknowledge that you have reviewed and agree to follow this *Code of Conduct Statement*.

Name

ANNA Position

Signature

Date

ANNA Website Link:

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