Society for Academic Continuing Medical Education (SACME)
Code of Conduct

Date Approved: August 4, 2025

As an international organization, we have a diverse membership and value the experiences and expertise that our members bring to our programs and activities.

SACME members will uphold SACME's Vision, Mission, and Guiding Principles and abide by the Bylaws, policies, and procedures.

All SACME members, irrespective of membership type, role, or jurisdiction in which they live or work, and SACME participants, including but not limited to volunteers, speakers, exhibitors, partners, attendees, and staff of SACME activities and meetings are expected to conduct themselves in accordance with this SACME Code of Conduct.

SACME members and participants will:

1. Treat everyone with respect, civility, and professionalism and uphold SACME's commitment to equity, diversity, and inclusion in its activities. Demonstration of lack of professionalism including, but not limited to, harassment, intimidation, and/or violence of any kind among SACME members and participants at any SACME-related activity is prohibited.
2. Foster an environment where diverse perspectives are encouraged and valued and where interactions engender trust, confidence, and performance excellence through mutual cooperation.
3. Act with integrity and fairness and be impartial and objective in making decisions; conduct must be free from competing self-interest, prejudice, and favoritism.
4. Conduct oneself in a truthful manner, including academic honesty and integrity in the development and dissemination of scholarly works.
5. Take responsibility for decisions that one makes or fails to make.
6. Disclose any conflicts of interest and recuse oneself from engaging in SACME activities when a conflict of interest is present and/or would unfairly benefit oneself, one's employer, or others.
7. Act, support, respect, and abide by the appropriate policies, standards, and laws.
8. Act responsibly with any SACME resources, including intellectual property and SACME data, entrusted to them; adhere to established SACME protocols regarding use of SACME data, development/implementation of research/surveys on and/or to SACME members, distribution of SACME materials and information, and dissemination of SACME members' contact and personal information.
9. Avoid making any statement on behalf of SACME or purporting to represent SACME through any public medium, including digital social media, unless authorized to do so by

SACME; members must reject and not make any offer of bribery or unethical inducement.

10. Fulfill all financial obligations to SACME in a timely manner, including membership dues, registration fees, and exhibitor payments, as part of one's fiduciary responsibility.

Violations of SACME Code of Conduct and Recourse:

If you experience or observe behavior that does not align with our Code of Conduct, please contact a SACME officer or your Regional Representative. All reports will be investigated, and confidentiality will be maintained to the fullest extent possible. In cases of serious or repeated violations, disciplinary actions may include suspension or removal of SACME membership. Violations may be addressed by engaging in informal conversations ("coffee cup conversations"), awareness-building efforts, or other appropriate actions (Acad. Med., 2007, 82:1040–1048). Individuals have the right to appeal any disciplinary action by submitting a written request to the SACME Board of Directors.

Addendum: Definitions for Code of Conduct Policy

Harassment

SACME prohibits harassment in all forms and is committed to responding promptly to complaints, protecting confidentiality to the extent possible, and safeguarding against retaliation for those who report concerns in good faith (Nonprofit Risk Management Center, 2021).

Examples of harassment include, but are not limited to:

- Unwanted sexual advances or suggestive remarks;
- Derogatory comments such as jokes, slurs, or gestures;
- Bullying, intimidation, or threats (verbal or physical);
- Circulating offensive images or materials, including online;
- Persistent verbal abuse or efforts to humiliate others;
- Unwelcome comments about someone's identity, appearance, or background

Conflict of Interest

A conflict of interest arises when a person's personal, financial, or professional interests – or those of a close family member or associate – could compromise, or appear to compromise, their ability to act in the best interest of the organization (BoardSource, 2021). Conflicts may be actual, perceived, or potential and can involve both direct and indirect interests.

Common examples include:

- Serving on the board of another organization with overlapping missions or competing interests;
- Financial interests in a vendor, contractor, or grantee of the organization;
- Using one's role or access to information for personal or professional gain;
- Influencing decisions that affect one's employment, compensation, or that of a close associate.

Misconduct

Misconduct refers to improper, unethical, or unlawful behavior by an individual in a professional setting. In academic contexts, this includes actions such as academic dishonesty, research fraud, misuse of funds, or violations of the organization's policies. Such behavior undermines SACME's integrity and may be subject to disciplinary action.