

**National Association of Emergency Medical Technicians  
Code of Conduct Statement  
for Candidates and Members of the Board of Directors**

**Purpose**

The purpose of the NAEMT Code of Conduct Statement is to clearly define the standards of conduct for candidates or members of the Board of Directors of NAEMT.

**Code of Conduct Statement**

I, \_\_\_\_\_, as a candidate for, or if elected as, a member of the Board of Directors of NAEMT, agree to perform my duties as director in accordance with the NAEMT Bylaws in such a manner that brings credibility and good will to the Association, and serves its overall best interests and that of its members. I hereby agree to and accept the provisions specified below:

**General**

As a candidate or a member of the NAEMT Board:

1. I will fully comply with NAEMT's Bylaws and policies and shall promote adherence of such by all the members of the association.
2. I will support the mission, vision, values, goals and objectives of the Association.
3. I will conduct myself in a responsible, respectful and professional manner.
4. I will conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the Association.
5. I will not abuse my position by influencing or suggesting to any individual or group that I am entitled to or expect any special treatment.
6. I will not misuse Association property or resources and will at all times keep the Association's property secure and not allow any person not authorized by the Board of Directors to have or use such property.
7. I will not engage in or facilitate any discriminatory or harassing behavior directed toward Association staff, members, officers, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors, or others in the context of activities relating to the Association.
8. I will not make, support or induce others to make any untruthful, defamatory, disparaging, inaccurate or inappropriate statements regarding NAEMT, its members, Board or staff.
9. I will at all times obey all applicable federal, state and local laws and regulations, and will provide or cause to provide the full cooperation of the Association when requested to do so by those institutions and their representatives required to uphold the law.
10. I will not apply for, accept a nomination for, or serve as a member or officer of the Board of another national EMS organization or association, or a national fire association engaged in EMS activities, unless nominated, appointed or previously approved by the NAEMT Board of Directors.
11. I will report to the President, on a confidential basis, any current or pending felony indictment in which I am named.

## Conflict of Interest

1. I will declare any conflict of interest, be it real, potential, or apparent, with regard to any matter being considered by the Board.
  - a. Conflicts of interest can include both financial and material interests. In addition to an actual conflict of interest, there can also be apparent or potential conflict of interest. An apparent conflict of interest occurs when the answer to the following question is "yes":

Would a reasonably informed person perceive that the performance of the director's duties and responsibilities could be influenced by their financial or material interest?
  - b. I understand that the following situations are considered by the Association to be examples of, but are not limited to, conflicts of interest:
    - director's private affairs or business interests are in conflict with his/her NAEMT duties and responsibilities or result in a perception that a conflict exists;
    - being a member of the Board or staff of another organization which might have material interests that conflict with the interests of the Association and, dealing with matters on one Board which might materially affect the other Board;
    - director personally contracts with NAEMT or is a director of another organization which is contracting with NAEMT;
    - director uses information gained through his/her position with NAEMT about an opportunity for profit which may be valuable personally or to another organization of which he/she is associated, or to other persons known to the director;
    - director, in any circumstance as related to NAEMT, puts his/her personal interests or that of a particular constituency ahead of the best interests of the organization.
  - c. Full disclosure in itself does not remove a conflict of interest. On disclosure of a conflict, I understand that the President or presiding officer has the right to ask a board member to recuse him/herself from voting, from participating in discussion, or from being present in the meeting.
2. I will not persuade or attempt to persuade any employee of the Association to leave the employ of the Association or to become employed by any person or entity other than the Association. Furthermore, I will not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the association to terminate, curtail, or not enter into its relationship to or with the association, or to in any way reduce the monetary or other benefits to the association of such relationship.
3. I will not engage in any outside business, professional or other activities that would directly or indirectly materially, adversely affect the Association.

**Information**

1. I will not take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board member, and that is not generally available to the general membership.
2. I will not withhold information that may impact the plans or operations of the Association.
3. I will maintain confidentiality of all information which the board deems confidential, including, but not limited to: board dialogue, legal counsel opinion, information that discusses the development or administration of an NAEMT program and any other information deemed confidential or proprietary to NAEMT.
4. I will not release or share any confidential or proprietary information without the express written permission from the President or by a Board vote. Such permission should be in writing or entered in the minutes of the meeting.
5. Upon termination of service as a Board member, I will promptly return to the Association all documents and other property entrusted to me by the Association. I understand that my obligations of confidentiality with respect to information acquired during my tenure on the Board of Directors shall continue.

**Gifts and Hospitality**

I will not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the association. Any such offers shall be promptly disclosed to the Board of Directors.

The undersigned hereby acknowledges that he/she has read and understands the Code of Conduct Statement and accepts the provisions as stated.

By: \_\_\_\_\_  
(print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Adopted: May 2, 2010*  
*Amended: April 14, 2017*  
*Amended: December 10, 2021*