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## AAP Member Anti-Harassment Policy

**Guiding Principles:** The American Academy of Pediatrics (AAP) is committed to providing our members and liaisons with an environment that is free from all forms of harassment, intimidation, hostility, or other offensive treatment. As representatives of the AAP, all members are expected to treat others with respect and professionalism and act within generally acceptable social behaviors. Inappropriate actions or comments based on an individual's race, color, ethnicity, national origin, age, religion, gender, gender identity, sexual orientation, disability, military/veteran status, marital/partner status, parental status, or other classification will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: verbal or written communication, physical contact, photographs, jokes, body language and gestures, and intimidation. It can be intentional or unintentional, but is unwelcome, unwanted, and harmful to the recipient and/or others.

This policy applies to all AAP-related functions, whether held at the AAP offices or off-site, including meetings, CME courses, networking and social events, travel to/from events, or any other function in which a member is representing the AAP.

**Reporting Process:** If a member believes that he/she or another member or affiliate of the AAP has potentially been subject to a form of harassment, he/she should report the alleged conduct immediately to the AAP's Chief Executive Officer (CEO) or current President for guidance. The AAP takes every harassment charge very seriously, and will promptly and thoroughly evaluate each reported incident. The CEO will engage appropriate AAP executive leadership to conduct an initial fact finding process. This process may include interviews with involved parties, witnesses, or other individuals suspected to have knowledge relevant to the situation. Initial findings will be reported to an established Ethics Review Committee, that will include members of the Executive Committee and Chair of the Board Governance Committee, who will determine next steps and a final resolution of the matter. The complainant and other involved parties will be advised of the disposition as appropriate.

**Grounds for Disciplinary Action:** If it is determined that harassing conduct has occurred, the Ethics Review Committee may recommend to the Board of Directors that disciplinary action be taken. Members who intentionally report false charges of harassment or intentionally provide false information during the investigation process may also be subject to disciplinary actions. Disciplinary actions may include, but are not limited to: removal from the AAP volunteer position, notification of the incident to the member's current institution or employer's ethics

officer, or prohibition from future participation in any AAP volunteer/elected position or employment.

**Right to Appeal:** If any involved party is dissatisfied with the investigation process or resolution, he/she can submit a written appeal to the full Board of Directors requesting an in-person review.

**Confidentiality:** Confidentiality is a high priority and will be protected to the greatest extent possible. Members involved in a harassment investigation should maintain confidentiality, and only discuss the matter with the parties leading the investigation.

My signature below certifies that I have read the American Academy of Pediatrics Member Anti-Harassment Policy, and agree to comply with the information contained therein.

\_\_\_\_\_  
Name

\_\_\_\_\_  
AAP Volunteer Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

04/17