

## Intent of AEM Committee Guidelines

The Association of Equipment Manufacturers (AEM) is committed to providing all committee members a welcoming and safe forum for collaboration with fellow professionals. The AEM Committee Guidelines list the expectations that members of AEM committees are expected to uphold. By participating in an AEM committee, the committee member is acknowledging their adherence to these guidelines. If a committee member experiences something that concerns them, they should report the concern as outlined in the *Reporting Procedures* below.

## AEM Committee Guidelines

The following guidelines are expectations for participating in, and carrying out, business on behalf of the Association.

- Interact with respect, courtesy, and consideration, creating the space for everyone to actively contribute
- Avoid demeaning, discriminatory, or harassing communication (both spoken and written), behavior, and materials
- Protect confidential organizational information from inappropriate use or misappropriation
- Comply with business laws, rules, and regulations

## Reporting Procedures

Reports of alleged violations of the Committee Guidelines should be emailed to AEM's Ethics Steward at [EthicsSteward@aem.org](mailto:EthicsSteward@aem.org). If for any reason you are uncomfortable contacting AEM's Ethics Steward, you can instead contact your AEM staff committee liaison.

Upon receiving and reviewing the report, the Ethics Steward will appoint additional AEM staff, to form an Ethics Committee and jointly investigate the report. If a violation of the Committee Guidelines was determined to have occurred, the Ethics Committee will determine the appropriate resolution. AEM will investigate every report, but the Reporter or Accused may not receive a direct response. We will use our discretion in sharing information provided by the parties involved, and in determining the appropriate response.

In situations where a possible criminal act is alleged to have occurred, or safety is a concern, AEM may involve law enforcement and/or other appropriate authorities. AEM reserves the right to expand the Ethics Committee to include additional parties, such as legal counsel, as deemed necessary.

AEM reserves the right to amend or update the Committee Guidelines.