

MA-31
MANAGEMENT AND ADMINISTRATIVE PRACTICES
SWANA POLICY POSITION
STANDARDS OF CONDUCT FOR SWANA MEMBERS

I. INTRODUCTION

SWANA is a professional association whose mission is to advance the practice of environmentally and economically sound management of municipal solid waste in North America. Solid waste management practices have direct and vital impacts on the quality of life of all people. These practices must be carried out in a manner that protects public health and the environment and must provide for public and workplace safety and welfare. In order to fulfill the association's mission, it is important that all SWANA members exhibit high standards of professional behavior, honesty and integrity. The standards of conduct hereby established are intended to achieve that goal.

II. POLICY

SWANA membership carries with it certain obligations to the public interest, to colleagues, employers and clients, to staff and members, and to the profession. As a condition of membership, each SWANA member shall be diligent in taking personal responsibility for his or her personal and professional behavior in the following matters:

1. Protection of human health and the environment, promotion of public and workplace safety, and service to the public interest and general welfare.
 - a. Enhance the public's knowledge and understanding of environmentally and economically sound solid waste planning and management.
 - b. Act with integrity, competence, and respect and in an ethical manner when dealing with the public, clients, employers, employees, fellow SWANA members and SWANA staff.
 - c. Be aware of and comply with applicable statutes, ordinances, regulations, and other legal requirements and limitations. Do not deliberately omit, conceal, misrepresent, or falsify relevant facts, nor knowingly aid or encourage such actions by others.
 - d. Do not engage in harassment or discrimination either verbal, non-verbal or physical, including harassment or discrimination based on race, color, religion, ancestry, citizenship, gender, sexual orientation, national origin, age, disability, marital status, pregnancy or pregnancy-related condition, veteran status or other protected classification.
 - e. Safeguard proprietary and confidential information except when disclosure is authorized or required by law.
 - f. Avoid conflicts of interest and disclose potential conflicts of interest, including (but not limited to) outside interests and activities that affect, or appear to affect, the performance of one's duties.

2. Growth and achievement in competence and effectiveness through continuing professional education and development.
 - a. Maintain personal proficiency through continuing education and professional development.
 - b. Demonstrate sound character and fitness when acting in a professional capacity.
 - c. Support, and contribute to development of other professionals by sharing information and by fully acknowledging the work of others.
 - d. Accurately represent one's qualifications, background and experience, and provide advice and perform services only in one's area of expertise.
3. Facilitation and encouragement of SWANA mission.
 - a. Support SWANA membership and SWANA certification and their ensuing benefits to other solid waste professionals.
 - b. Encourage support of policies for environmentally and economically sound management of solid waste including this policy on Standards of Conduct.
 - c. Act professionally, cooperatively and supportively when dealing with SWANA staff and with SWANA boards, committees and divisions.

III. IMPLEMENTATION

Substantive breach of the above Standards of Conduct by a SWANA member may result in a reprimand or a suspension or termination of SWANA membership rights, in whole or in part, with or without conditions. The SWANA Executive Committee (EC) shall make the final determination on any such actions through procedures that are carried out in good faith and in a fair and reasonable manner. SWANA members shall be notified annually of those procedures, which shall provide that:

1. Any person who has knowledge of a member's alleged violation of the Standards of Conduct may submit a written statement, describing the circumstances in detail and attaching any correspondence, documents or other material related to the allegation. Such statement shall bear the initiator's signature and contact information and be addressed to the SWANA Executive Committee, P.O. Box 7219, Silver Spring MD, 20907.
2. Upon receipt of such a statement, the President shall designate a three-person Subcommittee of EC members to investigate the allegations.
3. The Subcommittee shall carry out a fact-finding inquiry that shall include written notice to the member describing the alleged violations of the Standards of Conduct, the procedures and schedule for fact-finding and decision-making, and the range of possible reprimands and the reasons for such.
4. The member shall have the opportunity to review the information on which the alleged violations are based and shall have an opportunity to respond to and rebut the allegations in writing to the Subcommittee within a period of no less than thirty (30) days.

5. The Subcommittee shall submit a report to the EC no later than sixty (60) days of receipt of the information from the member. Such report shall describe the results of the fact-finding and shall recommend a disposition of the case and appropriate action, if any, concerning reprimand or suspension or termination of membership rights.
6. The EC shall make a final decision in accordance with the Bylaws of the Association. Such decision shall be made within thirty (30) days of receipt of the Subcommittee report and may be made at a regular meeting of the EC or a special meeting held via teleconference. Notice of the EC decision shall be provided to the member and to the initiator within fifteen (15) days of the EC meeting.

CERTIFIED to be correct and complete statement of the matters duly approved by the International Board on September 29, 2003.

A handwritten signature in black ink, appearing to read "A. H. 2. 8", written in a cursive style.

International Secretary

Dated October 1, 2003