

American Lung Association National Headquarters Ethics Policy

The purpose of this Ethics Policy is to advance the American Lung Association's mission by supporting a culture of openness, trust, and integrity in the National Headquarters' management and operating practices. Every employee and volunteer is expected to follow this policy.

American Lung Association's Mission: To Prevent Lung Disease and to Promote Lung Health

The operating guidelines and personnel policies for the American Lung Association National Headquarters are outlined in the American Lung Association Policies Manual and the National Headquarters' Personnel Practices Manual. These documents provide guidance for decisions and actions during our daily work.

The nationwide American Lung Association – comprised of the National Headquarters and local Lung Associations – is dedicated to a single mission. We are truly a grassroots organization with local Lung Associations nationwide that complement the work of our National Headquarters. We serve responsibly as members of all the communities in which we live and work. Our intent is for our employees and volunteers to represent our diverse population, so we can optimize the relationship between our stakeholders and the American Lung Association.

The American Lung Association is dedicated to working with employees, volunteers, partners, vendors and the public to prevent lung disease and to promote lung health.

Our Values

The National Headquarters is committed to the responsible use of American Lung Association assets in furtherance of its mission. We are committed to adhering to high standards of ethical conduct in all of our operations. This includes a commitment to provide accurate and complete information, to exercise care and act in good faith, to comply with all laws, regulations and organizational policies, and to promote ethical behavior.

The American Lung Association's culture is built on our commitment to our mission. We acknowledge our individual responsibility to ensure the American Lung Association's success by practicing and promoting the following values. These values reflect a shared view of how we wish to operate and be perceived by others.

Integrity

We pursue our mission with dedication and respect for the individual and, for over 100 years, have been steadfast in advancing our mission. We uphold the values of the American Lung Association in every action and decision.

American Lung Association Property and Information

Employees and volunteers are expected to protect American Lung Association's property, cash and equipment, and maintain confidentiality regarding the records, and information learned in the course of their work for the organization.

Accountability

The American Lung Association is dedicated to preventing and controlling lung disease and advancing the mission. We are committed to continuous measurement of our operations and continuous improvement in developing and implementing our programs, products, and services.

Staff Statement of Principles

The National Headquarters' Staff Credo describes the principles by which we operate each day:

1. We will serve the American Lung Association diligently to achieve our mission while exemplifying the highest standard of professional conduct.
2. We are empowered to operate in an atmosphere of creativity and enthusiasm.
3. Serving others is the responsibility of every member of our staff. We each have a commitment to providing the highest level of service available.
4. Every individual in the organization is entitled to privacy, dignity and respect. We do our best work in an atmosphere of honesty and trust.
5. We will serve the field loyally and enthusiastically by collaborating with them to achieve our common mission.
6. While we applaud individual achievement, we recognize that our ultimate success depends on our ability to work as a team. We will seek partnerships with each other, our volunteers and members of our field offices.
7. We know that the continued growth and effectiveness of our organization is greatly dependent upon us. We exercise this responsibility in all areas of our performance by setting high standards for:
 - General courtesy
 - Phone etiquette
 - Accuracy and timeliness in our work
 - Operating with a sense of urgency
8. We are committed to the development of a culturally diverse leadership and staff and to ensure that our programs and services are appropriate for communities that suffer disproportionately from lung disease.

Equal Opportunity

The American Lung Association is committed to providing a work environment that values diversity among its volunteers and employees. Employees are provided opportunities regardless of race, color, sex, sexual orientation, age, marital status, religion, national origin, alienage or citizenship status, genetic predisposition or carrier status, veteran status, or physical and/or mental disabilities which will not prevent adequate performance of job responsibilities and which will not interfere with the functions of a particular job. This policy applies in all Human Resources actions including recruitment, selection, performance evaluation, promotion, compensation, training, transfer, benefits, and separation from employment. This policy approach is also followed when providing opportunities to all volunteers.

Conflict of Interest

The subject of conflict of interest is addressed in the American Lung Association Policies Manual (Administration A9) that binds the nationwide American Lung Association.

In brief, as representatives of the American Lung Association, employees and volunteers are obligated to place the interest of the organization, in any transaction involving the organization, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.

All board members, officers, council members, committee members and employees of the American Lung Association shall scrupulously avoid conflicts – perceived, potential or real – between their personal, business, professional or financial interests and those of the association.

Each board member, officer, council member, committee member and employee receives and acknowledges receipt of and compliance with the full conflict of interest policy annually.

American Lung Association National Headquarters' Corporate Ethics Program

We will evaluate how the American Lung Association National Headquarters is achieving the preceding values by providing all of our stakeholders with a mechanism to report perceived unethical conduct.

We have retained EthicsPoint, Inc. to manage our corporate ethics reporting. American Lung Association employees, volunteers, consultants, contractors and suppliers are expected to report any practices or actions believed to be inappropriate to the American Lung Association ethics hotline at (866-294-9542 or www.ethicspoint.com) as explained in the American Lung Association Whistleblower policy. The Whistleblower Policy is posted on LungNet, or is available from the National Headquarters Human Resources Office.

By visiting the American Lung Association's page at the EthicsPoint web address, concerned individuals can review the unethical conduct issue categories applicable to the American Lung Association.

Calls to the toll free hotline or contact through the Internet site are facilitated by EthicsPoint, Inc. Reporting of ethics violations will be treated as confidential information and can be communicated anonymously.

This policy has been presented to the American Lung Association Board of Directors for information and will be presented for approval at their December 3, 2005 meeting.