

IANS Code of Ethics

All officers, board members, committee chairs, committee members, and members in the execution of their duties on behalf of the International Anal Neoplasia Society (IANS) shall abide by a code of ethics. The code of ethics shall be reviewed at intervals by an Ethics Committee to be appointed by the President and shall recommend updates as needed. Violation of the code of ethics shall be grounds for initiation of review.

Purpose:

The Code of Ethics of the IANS serves as a guide for ethical behavior by board members, committee chairs, committee members, and members in the execution of their duties on behalf of IANS.

Code:

Officers, board members, committee chairs, committee members, and members in the execution of their duties on behalf of IANS shall:

1. Comply with all laws governing their actions as members of the IANS board.
2. Conduct activities with honesty, integrity, and fairness.
3. Avoid exploitation of their office for personal gain and conduct all activities only for the benefit of the Society.
4. When activities present the possible appearance of conflict of interest, these shall be disclosed.
5. Conflicts of interest may be present when use of authority or inside information may benefit the officer or member, relatives, business, or friends.
6. Officers or members shall not accept gifts or benefits for decisions or actions taken on behalf of IANS.
7. Determination of what constitutes a potential conflict of interest shall follow the IANS Grievance Procedure.

8. Avoid discrimination, harassment, and coercion.
9. Report violations of the code of ethics to the appropriate officers.

Appendix I

International Anal Neoplasia Society Grievance Procedure

1. In order to be processed by the Society, a complaint must be filed in writing to the Ethics Committee of the Society within three years of the date of discovery of the alleged violation. The Committee has the authority to inquire about and to investigate incidents brought to its attention regardless of the informality of the information, provided the information can be documented or supported or may be a matter of public record. Issues regarding possible unethical behavior or possible undisclosed conflicts of interest may be investigated by the Committee without acrimony, if so charged by one or more of the following:
 - a. Executive Committee
 - b. Board of Directors
 - c. Practice Committee
 - d. Education Committee
 - e. Membership Committee

The three-year period within which a complaint must be filed shall temporarily cease to run during intervals when the accused member is in inactive status, or when the accused member resigns from the Society.

2. The Committee chairman initially will determine whether the complaint falls within the purview of the Ethics Committee and whether immediate investigation is necessary. However, all letters of complaint that are filed with the Ethics Committee will appear on the agenda of the next committee meeting. The Ethics Committee shall have the final discretion to determine whether a complaint falls within the purview of the Ethics Committee.
3. If a grievance proceeding is initiated by the Ethics Committee, then specifics of

the complaint will be sent to the respondent by certified mail. In such mailing, the Executive Director will inform the respondent by registered mail that the grievance proceeding has been initiated, and that the respondent may respond directly to the Ethics Committee within thirty (30) day of receipt by registered mail; the respondent also will be asked to cooperate with the Committee member investigating the complaint.

4. The Ethics Committee shall refer the matter to the appropriate Committee member who is deemed best able to investigate the alleged infraction and has no professional or financial conflict of interest with the respondent. The Committee member shall make inquiry into the matter, and in the process the respondent shall be given an opportunity to be heard.
5. Upon completion of the inquiry, the Committee member shall present a complete report and recommended disposition of the matter in writing to the Ethics Committee. Absent unusual circumstances, the Committee member is expected to complete his or her report and recommended disposition, and provide them to the Committee, within 60 days.
6. Upon the Committee's receipt of the Committee member's report and recommended disposition, the Committee shall review them and make its written recommendation to the Board of Directors as to what action shall be taken and the reason or reasons therefor. A copy of the Committee's recommended decision (See Appendix II) along with the Committee member's report and recommended disposition to the Board will be mailed to the respondent by certified mail. In such mailing, the respondent will be notified that within 30 days after his or her receipt of the Ethics Committee's recommended decision, the respondent may file a written appeal of the recommended decision with the Board of Directors.
7. Any written appeal submitted by the respondent must be received by the Board of Directors within 30 days after the recommended decision of the Ethics Committee is received by the respondent. The Board of Directors shall not take action on the Ethics Committee's recommended decision until the 30-day appeal period has elapsed. If no appeal to the Board of Directors is filed in a timely fashion, the Board shall review the recommended decision and determine action to be taken.

8. If an appeal to the Board of Directors is timely filed, the President shall appoint an ad hoc committee consisting of three Members-at-large to hear the matter. At least 30 days' notice of the formation of this committee, and of the hearing date, time and place, with an opportunity for representation, shall be mailed to the respondent. Reasonable requests for postponement shall be given consideration.
9. This ad hoc committee shall give the respondent adequate opportunity to present his or her case at the hearing, including the opportunity to submit a written statement and other documents deemed relevant by the respondent, and to be represented if so desired. Within a reasonable period of time following the hearing, the ad hoc committee shall write a detailed report with recommendations to the Board of Directors.
10. The Board of Directors shall decide what action to take after reviewing the report of the ad hoc committee. The Board shall provide the respondent with a copy of its decision. The decision of the Board of Directors shall be final. The Board of Directors shall have the authority to accept or reject any of the findings or recommended decisions of the Committee member, the Ethics Committee or the ad hoc committee, and to order whatever level of discipline it feels is justified.
11. At each level of the grievance proceeding, the Board of Directors shall have the sole discretion to notify or contact the complainant relating to the grievance proceeding; provided, however, that the complainant shall be notified as to whether the complaint was reviewed by the Ethics Committee and whether the Ethics Committee or the Board of Directors has taken final action with respect to the complaint.
12. No individual shall serve on the ad hoc committee described above, or otherwise participate in these grievance proceedings on behalf of the Society, if he or she is in direct economic competition with the respondent or otherwise has a financial or professional conflict of interest in the matter, unless such conflict is disclosed to and waived in writing by the respondent.
13. All information obtained, reviewed, discussed and otherwise used or developed

in a grievance proceeding that is not otherwise publicly known, publicly available, or part of the public domain is considered to be privileged and strictly confidential information of the Society, and is not to be disclosed to anyone outside of the grievance proceeding except as determined by the Board of Directors or as required by law; provided, however, that an individual's membership status is not confidential and may be made available to the public upon request.

Appendix II

Ethics Committee Action

Once the grievance proceeding has been initiated, the Ethics Committee may take any of the following actions based upon its findings:

14. Determine the grievance complaint to be invalid.
15. Dismiss the grievance complaint.
16. Recommend censure.
17. Recommend transfer to inactive status for a specified minimum period of time.
18. Recommend expulsion (See Bylaws, Article II, Section C, Item 3)
19. Recommend continuation in membership with loss of officership for a specified minimum period of time.

This policy has been reviewed, approved and adopted by the Board of Directors on November 10, 2016