

Ethics Review Process

Complaint

An official complaint is filed with ASM.

ASM's Response to a Complaint

The Ethics Committee determines whether the alleged conduct may be a violation of the ASM Code of Ethics and Conduct or if the complaint should be dismissed.

If the complaint is not a violation:

ASM's Ethics Committee Chair notifies complainant.

If the complaint may be violation:

Complaint Goes to Investigative Panel (Ethics Committee)

The panel investigates the validity of the allegation. The panel will provide the accused the opportunity to respond fully to the allegations in the complaint.

Decision by Ethics Committee

The Ethics Committee prepares a report with a summary of the investigation after receiving all the information regarding the case (interviews, etc.). A decision is made regarding whether an ethical violation occurred; if so, ASM recommends an action against the accused.

Notification of ASM Decision

- The Chair of the Committee promptly notifies all parties involved of next steps. This is done confidentially.
- If the decision is other than dismissal of the complaint, the notice will inform the accused of the right to appeal.

Appeal Process

- If the accused wishes to file an appeal, the Chair of the Ethics Committee must receive such appeal within thirty (30) days of receipt of notice. Otherwise, the decision of the Ethics Committee will proceed.
- If an appeal is made, the Chair of the Ethics Committee requests the ASM Board of Directors (BoD) appoint an Appeal Committee consisting of at least five (5) members.
- The Ethics Committee will release the entire record to the Appeal Committee.
- The Appeal Committee. Following review of the entire record, the Appeal Committee will render its decision.
- The Appeal Committee will communicate its decision to the Chair of the Ethics Committee and President of ASM. The Chair of the Ethics Committee shall promptly notify all parties of the final decision and order of action.