Alliance for Academic Internal Medicine (AAIM)
Code of Ethics and Code of Conduct Policy FAQs

1. **Was there an incident that caused AAIM to develop and implement a Code of Ethics and Code of Conduct Policy?**
   A: No, having a comprehensive Code of Ethics and Code of Conduct Policy is a business best practice. For example, AAIM believes all members, staff, and participants at AAIM sponsored events should feel they are in a safe, inclusive environment. AAIM had several policies covering different aspects of expected behavior and general conduct. It was decided that a single, comprehensive policy would be most effective.

2. **What is the purpose of the Code of Ethics section in the policy?**
   A: The purpose of the Code of Ethics section is to foster a culture of integrity and excellence through our work as a professional organization and in furtherance of AAIM's tax-exempt charitable, educational, and scientific purposes. In adopting the code, AAIM underscores the importance of making ethical decisions in service to the discipline of internal medicine, its patients, stakeholders, learners, faculty, and staff.

3. **What is the purpose of the Code of Conduct section in the policy?**
   A: AAIM is committed to promoting and championing diversity, equity, and inclusion as a strategic imperative. AAIM endeavors to promote an inclusive and welcoming environment within AAIM in support of academic internal medicine physicians, administrators, and physicians-in-training; and to support the development of similar environments for its members and learners in departments of medicine and member institutions.

4. **I just witnessed a member harassing another member at an AAIM event. What should I do?**
   A: If you see something, say something. If you are comfortable speaking directly to an AAIM employee, please do so. If you wish to remain anonymous, you may report any potential violation anonymously by using the reporting form at https://bit.ly/AAIMConductReport or emailing the information to: safeconferences@gmail.com. AAIM has engaged a Safe Officer, Paula Brantner, Esq., President and Principal of Accountability Ignited. Ms. Brantner will be onsite at each of the FY2024 in-person conferences (APDIM Fall Meeting, APM Winter Meeting, and Academic Internal Medicine Week). Potential violations reported using the email noted above will go directly to Ms. Brantner. All information received will be handled with strict confidentiality.

5. **If I report a violation, who receives the report?**
   A: As noted above, part of AAIM's contract with Ms. Brantner includes her responsibility to receive and review complaints. Ms. Brantner has been an employment attorney for over 25

years and has significant expertise in this area. Her practice focus is on protecting those targeted for harassment and discrimination in the workplace, professional settings, and political spaces. She advises her clients on best practices to ensure their workplace culture reflects stated organizational values. Ms. Brantner receives all reports and performs the investigations.

6. **Who ultimately decides the consequences of a reported violation?**
   A: As AAIM's Safe Officer, Ms. Brantner will perform the initial investigation and develop a report based on her findings. That report will then be forwarded to the AAIM Compliance Committee for further review. The committee is charged with developing recommendations which are submitted to the AAIM Board of Directors. The AAIM Board of Directors is responsible to make the final decision on the consequences to the violation based on the investigative report and the AAIM Compliance Committee's recommendation.

7. **Is there a deadline to file a report of a violation?**
   A: There is no absolute deadline or "*statute of limitati*ons" for reporting potential violations to AAIM. Those who wish to report are encouraged to come forward at any time. All reports will be addressed in a timely manner. AAIM's goal is to maintain a safe and inclusive environment for all.