



## AME CULTURAL EXPECTATIONS

(i.e. Code of Conduct)

The Association for Manufacturing Excellence was founded in 1985 to help its members and their organizations to embrace continuous improvement and pursue enterprise excellence. AME's **Vision** is a manufacturing renaissance driven by people-centric leadership coupled with enterprise excellence. Our **Mission** is to inspire a commitment to enterprise excellence through experiential learning by bringing people together to **share, learn and grow**. AME embraces 5 key values: 1) Volunteerism; 2) Practitioner Focused; 3) Integrity and Trust; 4) Passion for Excellence; and 5) Engaging and Welcoming

In order to best realize our Vision and Mission, AME is committed to ensuring all employees, Association and Regional Board Members, Management Team members, contractors and other volunteers operate within our cultural expectations in all facets of our dealings and interactions.

**AME is dedicated to these cultural expectations that are to be followed at all times:**

- Treat all people with dignity, respect and consideration of all personal differences
- Promote honest and ethical conduct, including fair dealing and the disclosure and ethical handling of any actual, potential or perceived conflicts of interest (see Conflict of Interest Policy on reverse); and prevent or deter any wrong doing
- Provide full, fair, accurate, timely and clear public communications or disclosures only when authorized
- Promote compliance with applicable laws, governmental rules and regulations
- Ensure the protection of AME's business interests, including opportunities, assets and confidential information
- Address any behaviors or issues counter to these expectations immediately, but in a professional manner with courtesy and respect
- Foster an environment free from discrimination, harassment, or bullying
- Continue to uphold confidentiality even after leaving the organization
- If unable or unwilling to directly address an issue, alert AME's CEO/President, Kim Humphrey, [khumphrey@ame.org](mailto:khumphrey@ame.org).

By signing below, I confirm that I have read and agree to abide by the **AME Cultural Expectations** (i.e. Code of Conduct). I also affirm that I am reporting here all my material business, personal, financial, and organizational interests and affiliations which do or could conflict, or appear to conflict, with AME's interests, activities, or programs (*if you have nothing to report, fill in "NONE"*):

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I understand that I remain under a continuing obligation to report conflicts of interest as they arise.

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Name (please print clearly)

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Title/Position

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Signature

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Date

**Please return this signed Code of Conduct to [bclayton@ame.org](mailto:bclayton@ame.org)**