



Ethics Policy

The purpose for this Ethics Policy is to support a culture of openness, trust, and integrity.

AIE is dedicated to working with our employees, volunteers, partners and vendors. We are committed to conducting all business and services with the highest standards of ethical conduct. Our AIE Code of Conduct, guidance for decisions and actions during our daily work.

We are committed to the responsible use of AIE assets, to provide accurate, complete and objective information, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to comply with all rules and regulations and to proactively promote ethical behavior.

AIE Code of Ethics is built on AIE values. As such, employees, volunteers and board members acknowledge our individual responsibility to ensure our collective success by practicing and promoting the following values. These values reflect a shared view of how we want to operate and be seen by others.

Our Values

Excellence

We believe that striving to be the best in our work, our relationships, our ideas and our services is the greatest demonstration of the AIE mission. We are determined to do the best at what matters most. Our success depends on our employees' and volunteers' ability to deliver the consistent level of excellence.

Dedication

AIE is dedicated to producing, delivering and providing the highest quality programs which stimulate open discussion and dialogue.

Inclusiveness

We are dedicated to a single purpose, fueled by a diversity of thought and action.

Integrity

We pursue our mission with honor, fairness and respect for the individual, ever mindful that there is no "right way" to do the "wrong thing." We uphold the values of the AIE in every action and decision. We are committed to act in good faith at all times. To comply with the rule of law and AIE policies.

Responsibility

AIE board members, advisory board members, staff and global membership firmly believe that the more thought we all put into our decisions, actions and intentions; the more it can help improve our daily lives and the global society.

Sensitivity

AIE operates in a climate of openness and trust in which each of us fully grants others respect and cooperation.

Vision

In an effort to support our mission, we are willing to take prudent risks. We strive to be proactive, innovative and creative in all we do.

Our Board and Employees

AIE is committed to provide a work environment that values diversity among its board, volunteers and employees. All human resource policies and activities are intended to create a respectful workplace where every individual has the opportunity to reach their highest potential.

Employees are provided opportunities regardless of race, color, religion, gender, national origin, sexual orientation, marital status, age, veteran status, or disability.

We will evaluate how we are living up to our code of ethics by requesting feedback on a regular basis from our board, employees, volunteers and Customers.

Ethics Training Programs and Certification Program

We are dedicated to 100 percent Customer satisfaction. We are devoted to developing highly engaging, interactive and through provoking training, forums and seminars tailored to each organizations needs.

The core of our programs is Responsibility.

AIE certification program assures that each person certified has mastered a series of core competencies and capable of applying them in any organization.

Conflict of Interest

The underlying principle of "conflict of interest" is that employees, board and volunteers should avoid any activity, investment, or interest that might reflect unfavorably on the reputation of AIE.

As representatives of the AIE, employees, board and volunteers are obligated to place the interest of AIE primary while conducting business for AIE. Negating any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise to Chief Counsel Steve Wilson wswhome@aol.com.

Privacy of Personal Information

Employees, board and volunteers are expected to protect and maintain confidentiality regarding the AIE's Customer data to include email addresses.

Reporting Ethics Violations

If you have questions or concerns as a client, volunteers, board member of employee, we **strongly encourage** you to first talk with your AIE contact. If you are uncomfortable to do so contact Chief Council Steve Wilson: wswhome@aol.com to report your concerns.