



Administrative Personnel Association (APA)

Standards of Ethical Conduct

As a member of the Administrative Personnel Association (APA) of the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct:

- Spiritual commitment to Jesus Christ and regard my work as a Christian vocation
- Recognize the need for continuing professional education and training
- Be knowledgeable of the governing documents of the association and be committed to the mission of the association by:
 - Upholding the bylaws, policies and procedures of APA and when in disagreement, follow defined procedures for recommending changes
 - Communicating in a timely manner
 - Participating with other colleagues in organized efforts to share new knowledge and development in professional practices
 - Showing professionalism to all those with whom I make contact on behalf of the association
- Maintain a pleasant attitude in meeting and communication with people, treating each person as a child of God by:
 - Showing respect for each other, the moderator, work of committees and the voice of the majority
 - Refraining from personal attacks or embarrassing comments
 - Listening and respecting all viewpoints
 - Focusing on issues rather than personalities
 - Refraining from gossip and abusive speech
 - Being trustworthy with confidential information

Failure to comply with the standards outlines herein will be subject to disciplinary action as outlined in the APA Manual of Operations, Policies and Procedures.