

The Rules for Engagement (the “Rules”) of the American Cancer Society Roundtables (the “ACS Roundtables”) clarify the expectations for participation by members of the ACS Roundtables, including organizational, corporate, affiliate, and invited individual members, and all individuals acting as representatives of an organizational, affiliate, or corporate member (collectively “Members”).

Members are expected to respect and comply with these Rules and all other applicable ACS policies, observe high standards of conduct, and participate in establishing and maintaining such high standards.

I. General Rules for Engagement

- A. Members shall act honestly and ethically, in accordance with the highest standards of professional integrity. All engagement with the ACS Roundtables shall be in alignment with the mission of ACS and the Roundtables.
- B. Members will perform their duties and responsibilities properly, diligently, and in an appropriately professional and courteous manner. Members will conduct all discourse connected with ACS Roundtables in a respectful manner and will use good judgment and professionalism in all communications.
- C. Members shall not engage in unlawful discrimination or harassment on the basis of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, veteran status, caregiver status, and/or genetic information or any other factor that is a prohibited consideration under applicable law.
- D. Members who are medical professionals, or members of other professional groups, are bound by the appropriate professional duties and code of conduct of those roles. Members are also bound by all policies and codes of conduct of their employers and any organization they represent on the ACS Roundtables.
- E. Members shall disclose all actual or potential conflicts of interest that may affect their duties or responsibilities for the ACS Roundtables and shall comply with any procedures for disclosure and addressing of conflicts of interest as established by the ACS Roundtables.
- F. Members shall comply with all applicable federal, state, and local laws, rules, and regulations.
- G. Members shall not promise, offer, pay, ask for, or accept anything of value in order to improperly influence decisions or actions, and shall comply with all applicable anti-bribery and anti-corruption laws as well as all applicable anti-money laundering, anti-terrorist financing, and economic sanction laws.
- H. Members acknowledge that Roundtable membership and Roundtable leadership positions are volunteer, uncompensated positions intended to support the mission of the ACS Roundtables. Any honoraria or consulting fees for Roundtable work will be provided only for duties above and beyond reasonable expectations for these roles.
- I. Members may not use Roundtable resources or communication platforms to further their personal or business interests. Roundtable resources and communication platforms should be used solely to further the Roundtables’ mission.

II. Confidentiality and Official Communications

General Information about the ACS Roundtables' mission and public activities of the ACS Roundtables are considered non-confidential. General discussions and information exchanged by Members during public meetings and related operation of the ACS Roundtables are considered non-confidential.

Confidential information shall not be disclosed to any third party and shall not be used for any purpose other than the purpose for which it was disclosed. During a Leadership or Steering Committee meeting, any information that is designated as confidential either verbally or in writing is considered confidential and shall not be shared outside that meeting. This does not prohibit members from sharing such confidential information with representatives of their sponsoring organization who have a need to know, provided that such representatives are similarly bound by this obligation of confidentiality. All information disclosed or exchanged during any Membership Committee or Nominating Committee meeting is considered confidential and shall not be shared outside of the committee, except by way of official documentation to the Leadership and/or Steering Committee.

Members are expected to demonstrate professionalism, good judgment, and care at all times in handling any confidential information related to the ACS Roundtables to avoid unauthorized or improper disclosures. Roundtable leaders may designate certain information as permissible to be shared.

While Members are expected and encouraged to discuss the organization with one another and members of the public, they shall not report opinions expressed by other individuals in non-public meetings without their permission, nor shall they report independently on official ACS Roundtable actions or positions. Any official written communications from an ACS Roundtable (e.g., publications, emails, media) and any official activities that represent the ACS Roundtables (e.g., presentations, collaborations, external committee participation, meetings with partners) must be approved by the Tri-Chairs of the Roundtable. Any use of a Roundtable logo, branding, letterhead or other official visual representation of the ACS or ACS Roundtable must have prior approval from the Tri-Chairs or the ACS Roundtable Director before use. The Tri-Chairs will strive for consensus, but in the event there is not unanimity, a final decision will be made by the ACS Chair.

At the end of the Member's participation in the ACS Roundtables, the Member shall return, at the ACS Roundtable's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in the Member's possession.

III. Violations and Corrective Actions

In the rare circumstance that a Member(s) found to be in violation of these Rules, they shall be subject to appropriate corrective actions. Such action may include further training and instruction regarding the provisions of the Rules, taking steps to remediate any harm to the ACS Roundtables, fellow Members, or others, and disciplinary actions up to and including removal from membership in the ACS Roundtables. When deciding what action is appropriate, consideration will be given to the nature of the violation, the harm caused, whether the violation was intentional or unintentional, whether the Member voluntarily disclosed the violation, prior misconduct, the likelihood of future misconduct, the general circumstances surrounding the violation, and other considerations as appropriate.