

# CONNECT



## ASA CONNECT CODE OF CONDUCT

The purpose of ASA's CONNECT communities is to provide the sharing of ideas and experiences and supporting an atmosphere of discretion, trust, and respect. Through participation each participant will strive to achieve personal and professional growth for themselves and fellow members. Each participant pledges to be transparent and trustworthy. Trust is essential to a successful Virtual Connect Group. Every participant should be aware of the expectations that come with maintaining confidentiality in a virtual setting.

### WHAT ASA EXPECTS FROM PARTICIPANTS

1. In support of an outstanding experience for all participants, each participant is asked to secure a quiet and a private location for their participation making every effort to keep the session confidential where others in your firm cannot overhear potential confidential information being shared.
2. If a participant is unable to attend a quarterly meeting, ASA staff liaison will be notified as soon as possible prior to the session.
3. Meeting interaction, materials and conversation is conducted under the Chatham House Rule. Participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.
4. One purpose of the Virtual Connect Groups is to share challenges and seek input from other participants. When giving input to others, you will be most effective if you share directly from your professional experience, rather than giving general advice.
5. Unless explicitly granted, screen shots, audio or visual recording is prohibited in support of confidentiality and as a demonstration of professional respect between participants.

### WHAT YOU CAN EXPECT FROM ASA

1. ASA will strive to ensure that Connect Groups will comprise a group not too large to cause an inability to interact efficiently (roughly 20 participants) If registration is significant in a particular community, ASA will start additional groups.
2. Each Connect Group will be comprised of members having minimal conflicts of interest. If a conflict of interest should emerge, the member whose change in circumstance created the conflict will be reassigned to another Connect Group.
3. Participants can expect a quarterly meeting that accommodates attendee's schedules. ASA will work to establish the meeting schedule for the entire year at the first meeting, so all attendees have an opportunity to attend all sessions.
4. Attendees will be surveyed at least one week before each quarterly session seeking topics of general interest to all participants. ASA will send each community attendee a link to each session at least one week before that will also serve as a reminder of the session.
5. Out of respect for your time and attendance, each session starts and ends at the published time.