

CLEARWOOD COMMUNITY ASSOCIATION ETHICS AND PROFESSIONAL CONDUCT POLICY

The Clearwood Community Association (CCA) Board of Directors (Board) has adopted the following Ethics and Professional Conduct Policy intended to establish basic guidelines for ethical and professional conduct for its Board members and Volunteers. It is intended that this policy be reviewed and acknowledged upon appointment and on an annual basis thereafter.

Professional Conduct

Board Directors and Volunteers are expected to conduct themselves with the highest level of integrity, respect and appropriate professional demeanor at all times when representing the community.

Conflicts of Interest

Conflicts of Interest occur when Directors or Volunteers make proposals or share in decisions that materially benefit themselves or their friends or family members, to a degree greater than the overall membership, at the expense of the Association. Accordingly, no Director or Committee member may:

- Solicit or receive any compensation from the Association for serving on the Board or any Committee
- Make commitments or promises outside the scope of a business relationship to vendors or contractors unless with prior approval from the Board
- Solicit or receive any gift, gratuity, favor, entertainment, loan, or any other thing of value for themselves or their friends or family members from a person or company who is seeking a business or financial relationship with the Association
- Seek preferential treatment for themselves or their friends or relatives.
- Use Association property, services, equipment, resources or business for the gain or benefit of themselves or their friends or family members, except as is provided for all members of the association.
- Seek paid employment with the Association within one year of serving the association as a Board Director.
- Personally benefit to a degree greater than the overall

membership from any proposal, contract, or business transaction which they had a role in creating, writing or performing as a Board or Committee member.

Confidential Information

Directors and Volunteers are responsible for protecting the association's confidential information, except when disclosure is duly authorized by the Board or legally mandated. No Director or Volunteer may disclose confidential information, whether intentionally or passively. Confidential information includes but is not limited to:

- all personally identifiable information and data, and/or information that belongs to the Association
- Private personnel information of the Association's Employees to include Disciplinary Actions
- Sanctions against members of the Association
- Executive Session discussions by the Board
- Assessment collection information against members of the Association
- Legal disputes in which the Association is or may become involved.
 - Individuals subject to this policy may not discuss such matters with persons not on the Board without the prior approval of the Association's legal counsel.
 - Failure to follow these restrictions could constitute breach of the attorney-client privilege and could result in loss of protection of confidential information

Misrepresentation

Directors and Volunteers may not knowingly misrepresent facts. All Association data, records and reports must be prepared with accuracy and integrity.

Proper Decorum

Directors and Volunteers are obligated to act with proper decorum. Although they may disagree with the opinions of others they must act with respect and dignity and conduct themselves with courtesy toward one another and toward managing agents, vendors and members of the Association.

Directors and Committee members

Directors and Committee Members shall make themselves fully knowledgeable about the expectations of their position, as well as its limitations. All Officers act at the direction of the Board: no one office is supervisory over other officers or directors.

- Abide by the decisions of the majority, including decisions with which they may disagree.
- Respect the ideas of other Directors/Committee members and refrain from personal criticisms.
- Avoid saying or doing anything that would impede the acceptance of Board or Committee decisions or otherwise discourage their acceptance by Association residents.
- Directors shall act in accordance with Board decisions and shall not act unilaterally or contrary to the Board's decisions.
- Committee members shall act in accordance with Committee decisions and shall not act unilaterally or contrary to the Committee's decisions.
- It is unethical for Board members and Volunteers to engage in Inappropriate and unprofessional conversations, social media postings, or distribution of materials that are offensive in nature to an individual or group. Such behavior will not be tolerated. Name calling and otherwise profane or discriminatory language are also contrary to professional ethical behavior.

WHEN CONFLICTS OF INTEREST and/or POLICY VIOLATIONS ARISE

Situations may arise that are not expressly covered by this policy or where the proper course of action is unclear. Directors and Committee members should immediately raise such situations with the Board. If appropriate, the Board will seek guidance from the Association's legal counsel.

Disclosure and Recusal

Directors and Volunteers must immediately disclose the existence of any conflict of interest, whether their own or someone else's. Directors and volunteers must withdraw from participation in decisions in which they have a material interest to

a greater degree than the membership at large.

Violations of Policy

Directors and Volunteers who violate the Association's Ethics Policy are deemed to be acting outside the course and scope of their authority. Anyone in violation of this policy may be subject to disciplinary actions, including, but not limited to:

- Removal from Committees.
- Removal as an officer of the Board.
- Request for resignation from the Board.
- Recall by the membership, and/or
- Legal proceedings.

Prior to taking any of the actions described above, the Board shall appoint an investigative panel of 3 members not consisting of other Board Directors to review the violation and make a written report. Findings will be presented to the Board to determine sanctions. All members of the Board shall attend this meeting either in person or by phone, except in the case of a reasonable emergency or travel situation.

PLEDGE

I have read the Ethics and Professional Conduct Policy and pledge to act in accordance with my obligations as described herein:

Signature: _____

Date: _____

Print Name: _____

(Sign here and keep for your records. Sign the next page and give to the Secretary.)

It will be the responsibility of the Secretary to maintain copies of this document signed by each member, and to provide documented signatory inventory whenever requested

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I have read the Ethics and Professional Conduct Policy and pledge to act in accordance with my obligations as described therein:

Signature: _____

Date: _____

Print Name: _____

(Sign here and turn this in at the Office, addressed to the attention of the Board Secretary)

It will be the responsibility of the Secretary to maintain copies of this document signed by each member, and to provide documented signatory inventory whenever requested