

Erlton Community Association Code of Conduct

Application

- This Code of Conduct applies to the following members of the Erlton Community Association (“ECA” or “Association”):
 - the Board of Directors (“Board”),
 - the Chair of any Standing Committee, and
 - any other ECA Member that is representing or acting on behalf of the ECA.
- The individuals described above are referred to as “**ECA Representatives**” in this Code of Conduct.

General expectations

- ECA Representatives will:
 - Demonstrate individual integrity, honesty, and responsibility, recognizing that my words and actions are an example to other ECA Members.
 - Treat everyone in a respectful manner that is consistent with acceptable community behaviour, including all ECA Members and my fellow ECA Representatives. To this end, ECA Representatives will not participate in any communication which could be considered as gossip, rumor, hearsay, or accusation against another ECA Member.
 - When engaged in community association business, act in a courteous and objective manner, and will not use language that is considered inappropriate.
 - Upon completion of their duties while serving the community, ensure that all information and property belonging to the community is returned in a timely manner, and with due regard to care.
 - Not use the ECA to promote my personal beliefs, behaviors or practices.
 - Respect differences in people, their ideas and opinions, and will not discriminate by reason of race, religious belief, colour, gender, mental or physical disability, marital status, ancestry, age, place of origin, family status, source of income or sexual orientation.
 - Not knowingly or willingly engage in any activity which might be in breach of the Association Bylaws.

Conflicts of Interest

- ECA Representatives will:
 - Represent the best interests of ECA Members and the Association over and above my personal and/or business interests.
 - Act in good faith on behalf of the Association and its Members at all times.
 - Declare any potential conflict of interest they may have with the business dealings of the Association so that appropriate measures can be taken to address the conflict.
- In addition to any measures taken with respect to a specific conflict of interest, ECA Representatives that have a conflict of interest pertaining to Association matters must refrain from participating in any vote pertaining to such matters.

Confidentiality

- ECA Representatives will:
 - Respect everyone’s right to privacy and the sharing of information at all times, and will not use my position to gain access to information, that would not otherwise be available to the public.
 - Use good judgment prior to disclosing or divulging any information that should not be divulged to the public, except information that has been approved for disclosure. Specifically, ECA Representatives will not disclose confidential personal information which may be provided by ECA Members, discussed at Board meetings, or otherwise obtained through carrying out the business of the Association.

Communications

- ECA Representatives will respect the flow of Association-related information. For example, financial information should not be released without the prior approval of the Treasurer; minutes should not be released without the prior approval of the Secretary, etc.
- ECA Representatives will not speak on behalf of the Association unless designated by the relevant Committee Chair or the Board, as applicable.
 - When speaking on behalf of the Association, views expressed by any ECA Representative must be supported by the majority of the relevant Committee members and/or Board members, as applicable.
- All communications on behalf of the Association, written and verbal, must be respectful, considerate and professional. They must be reflective of the views of the Board and/or relevant Committee, as applicable.

General Management

- ECA Representatives will endeavour to adopt clear, documented processes and provide stakeholders with equal access to information.
- To the extent practical, ECA Representatives will facilitate competitive opportunities when services of contractors or employment opportunities arise.
- ECA Representatives will participate in appropriate meetings and keep informed about developments and issues relevant to the Association functions they are supporting.

Resultant Actions

- The Board is free to take whatever action it deems appropriate to enforce this Code of Conduct. Any such action must comply with the Association Bylaws and must be endorsed by the ECA membership at a General Meeting.

I, *(print name)* _____, **have read and acknowledge the contents of this Code of Conduct and Confidentiality Policy.**

Signature

Date