

AUDUBON TRACE CONDOMINIUM ASSOCIATION INC.

COMMITTEE MEMBER CODE OF CONDUCT AND CONFLICT OF INTEREST/CONFIDENTIALITY POLICY

DATE: August 31, 2022

The 2022-2023 Audubon Trace Condominium Association Board of Directors has approved and adopted the following Code of Conduct and conflict of Interest / confidentiality policy for unit owners who desire to participate in Board sponsored committees. Since Committees work on various topics that impact and affect the management of Audubon Trace Condominium Association Inc., it is imperative that members adhere to strict standards of ethics and professionalism, and honor confidentiality clauses where appropriate. By volunteering to participate on any committee you hereby agree to adhere to these standards and agree to sign and date this statement as evidence that you voluntarily agree to comply.

Code of Conduct:

Committee members agree to act in a trustworthy, diligent, honest, and ethical manner. Members agree to be respectful to other members, Board members, owners, and Management. No Committee Member has any authority to represent the Association unless specifically given that authority by the Board of Directors. No committee member shall receive any compensation of any kind. Committee members will work as a group and shall not discuss their working efforts with anyone without the express approval of the Board of Directors. No Committee member shall harass, threaten, or attempt to exert influence on any other Committee member, Board member or Management. This includes the use of email, social media or other direct methods meant to interfere with the work of the Committee. Members are to be courteous, regardless of whether they agree with the statement of other members. Committee members shall not disparage any other Committee member, Board Member or Management. Members agree to fully support all decisions of the committee. Failure to adhere to these strict rules will result in your immediate removal from participation on a Committee. Committee members who miss more than three (3) unexcused meetings in a row, will be automatically removed from the Committee.

Conflict of interest / Confidentiality Statement:

Committee members are often asked to vote on various topics. To protect the organization's interest, you are asked to conduct yourself in a manner as to avoid a conflict of interest. A conflict of interest may occur when your personal interest conflicts with the interest of the Association. If you find yourself in such a situation you should refrain from voting and abstain. If you are unsure as to whether a conflict of interest exists, you should discuss the matter with the Committee Chair.

Members may be provided confidential information necessary to perform their task. Members agree to not share confidential information outside of committee meetings. This includes but is not limited to financial information, private and /or personal information about a Board member, resident, owner, employee, vendor, or a member of Management. Failure to strictly abide by this conflict of interest and confidentiality statement will result in immediate removal from the Committee.

Name: _____ Date: _____