

## Draft ECIA CODE OF CONDUCT AND ETHICS FOR VOLUNTEERS

The Board of Directors of the Eldorado Community Improvement Association (ECIA) values and pledges to uphold the organization's reputation for integrity, honesty, fairness and neighborliness. To encourage and support this commitment to ethical conduct and behavior, the Board requires every Board member and every committee member appointed to serve the ECIA (collectively referred to as "ECIA Volunteers"), to read, sign and follow this Code of Conduct and Ethics:

1. **Community Values.** ECIA Volunteers act as stewards of, and in the best interest of, the ECIA, seeking no personal gain or tangible benefit. They must act to assure fair and equal treatment of all persons, claims and transactions as they take action, make recommendations and make decisions in a manner they reasonably believe to be in the best interests of the community.
2. **Integrity and Courtesy.** The professional and personal conduct of ECIA Volunteers must avoid the appearance of impropriety. ECIA Volunteers must refrain from abusive conduct, personal charges or verbal or online attacks on the character or motives of other volunteers, ECIA Members, Board directors, staff, committee members, or the public.
3. **Meeting Etiquette.** ECIA Volunteers are expected to prepare themselves for all meetings; listen courteously and attentively to discussions; and focus on the business at hand. They should participate in those meetings consistent with the conduct of meeting rules and the direction of the chair of the meeting, including refraining from interrupting other speakers or otherwise interfering with the orderly conduct of meetings.
4. **No Conflicts of Interest.** To assure independence and impartiality, ECIA Volunteers must state publicly if they have or might have a personal interest in a matter under discussion, whether that interest is material, personal, financial or political, before a matter is discussed. In that case, they may not vote on any matter in which the ECIA Volunteer has such an interest. The Board may make a final decision whether a conflict of interest exists consistent with the ECIA Bylaws and state law.
5. **No Personal Gain.** ECIA Volunteers may not take any special advantage of services or opportunities for personal gain that are not available to all Association members. They will refrain from accepting gifts, favors or promises of future benefits which might compromise, or give the appearance of compromising, their independence of judgment or action. ECIA Volunteers may not use resources of the ECIA, other than for ECIA business, which are not available to all ECIA Members, such as staff time, equipment, supplies or facilities.
6. **Confidentiality.** ECIA Volunteers must respect the confidentiality of information exchanged they may be entrusted with when necessary to perform their duties. They may neither disclose confidential information without proper Board authorization, nor use such information to advance personal, financial or other private interests.
7. **Commitment to Equity.** ECIA Volunteers will support a positive and constructive work- place environment and volunteer environment for management staff, ECIA Members, other ECIA Volunteers and vendors. This commitment to treat others with dignity and fairness applies to all regardless of age, disability, national origin, race, religion, sex or sexual orientation.