

NATIONAL CITY CHAMBER OF COMMERCE

CODE OF CONDUCT AND ETHICS FOR BOARD OF DIRECTORS AND STAFF

Year 2018

INTRODUCTION

Members of the Board of Directors and staff members, of the National City Chamber of Commerce ('herein after referred to as the "NCCC)'), are expected to follow its rules of conduct, ethics, duties and responsibilities. This standard of conduct and ethics is to promote a good work environment for all Board of Directors and staff members, including efficiency, productivity and cooperation among Board members and staff.

Duties of a Director and Staff

Directors and staff must perform their duties keeping in mind their primary fiduciary duty to members and the NCCC.

Once the decision is made, the Board speaks with one voice.

The Directors are responsible to build and maintain a strong a financial base for the NCCC so that it can serve the members for years into the future.

Directors shall perform their duties with the care and value than an ordinary prudent person in a like position would use under similar circumstances.

Directors are expected to perform the necessary actions to be informed and exercise appropriate business judgment.

Directors are responsible to perform their duties in good faith and in the best interest of the NCCC.

Transparent Governance

Members in good standing and of age of majority shall have equal opportunity to run for election to the Board.

The Board of Directors and Staff shall establish qualifications for eligibility to serve on the Board. A nominating committee shall be established to validate the qualifications of candidates.

The election process shall be conducted so as to ensure that all members have an equal opportunity to vote.

Upon request, any Member may obtain a copy of the By-Laws, Employee Handbook, Policies and Procedures, Non Disclosure Agreement/Confidential Agreement, Conflicts of

Interest Policy, Code of Conduct, Code of Ethics, Employment Package, Reimbursement Policy, Employee hiring check and credit card policy, Form change of status and any NCCC-originated Member Communications.

In matters coming before the membership for a vote, the Board shall endeavor to explain the matter in a clear and concise manner.

CONFIDENTIALITY

The NCCC Board members and staff will entrust the NCCC with important relevant business and staff information. All information acquired by NCCC Board members or staff concerning NCCC personnel matters, financial matters, legal matters, member status issues, or any other item of NCCC business designated by the President or Chairman of the Board as being confidential in nature. All employees are required to sign a Nondisclosure Agreement at time of employment or as requested by manager. Every NCCC board member and staff is responsible to safeguard confidential information obtained from your job duties. Any violation of confidentiality can lead to disciplinary action, up to and/or including termination or removal as a Board of Director.

REPRESENTATION OF THE CHAMBER

Respect reputation, profile and status of the National City Chamber of Commerce, and represent the Chamber Accordingly. Under no circumstance shall any Board member, NCCC member or staff member endorse any product, service, community organization, political candidate or ballot initiative on behalf of the NCCC, or use the NCCC's letterhead or other insignia, for such purpose.

POLICY DEVELOPMENT

As a Board member, you are responsible for establishing all policy matters brought before you. The Board of Directors is the one and only source of policy decisions. As board member your personal position or thoughts on an issue are important for the Board of Directors to hear all points of views, however, once the Board of Directors has taken an official decision on a particular subject, you are requested to place your personal point of view aside for the good of the National City Chamber of Commerce.

POLICY AGAINST HARASSMENT

The National City Chamber of Commerce (NCCC) is a "zero tolerance" organization against harassment, does not tolerate unlawful harassment of any of its staff members. Any form of harassment is contrary to basic standard of conduct between individuals. Harassment that violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition (cancer related or HIV/AIDS related), or physical or mental disability is a violation of this policy. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

Any National City Chamber of Commerce (NCCC) Board member or staff member, who believes that he or she has been subject to harassment must immediately report the issue, to the Chairperson of the Board. If the Chairperson is the one making the harassment, the individual is to report the problem to the Vice Chair/Vice President of the Chamber. Any violation of this policy will be subject as disciplinary matter, regardless of whether it constitutes illegal harassment under the law.

VIOLATIONS OF CODE OF CONDUCT

Violations of this Code of Conduct may result in disciplinary action, including the removal of a Board member from office or the termination of a staff member's employment.

ACKNOWLEDGMENT OF RECEIPT

Each Board Member for the National City Chamber of Commerce will annually sign and confirm that they have read and comply with this Code of Conduct.

I acknowledge that I have received a copy of the National City Chamber of Commerce Code of Conduct and Ethics for Board of Directors and staff. I am responsible to read and understand for compliance of the Code of Conduct.

NAME

DATE

SIGNATURE