

The Greater Orlando Builders Association (GOBA) is a not-for-profit, tax-exempt trade association formed to promote, develop, educate, and otherwise further the housing industry. GOBA's principal membership class consists of individuals engaged in all aspects of the housing industry.

As constituents of a non-profit and not-for-profit, volunteers should reflect the diversity in the organization's membership. The spirit of this document attempts to uphold GOBA's Core Values of: passion for our mission and vision; integrity; accountability and trust; treating people with respect and dignity; diversity; neutrality; and social responsibility.

Volunteers shall at all times abide by and conform to the following Code of Conduct in their capacity as a GOBA volunteer:

### **General Expectations**

1. Volunteers shall make decisions in the best interests of the organization.
2. Volunteers shall contribute to a collegial, inclusive, professional, positive, and respectful work environment for fellow volunteers, stakeholders, and staff, and shall model the best in volunteer behavior.
3. Volunteers shall know, understand, and support GOBA's mission, vision, core values, purpose and goals and become familiar with and follow GOBA's policies and bylaws, and the Volunteer Code of Conduct while acting on behalf of GOBA.
4. Volunteers shall not discriminate and shall be respectful of ethnic, national, and cultural differences.

### **Meetings and Communication**

1. While acting on behalf of GOBA, professional behavior and respectful discourse shall be required of volunteers. Disruptive or inappropriate behavior toward other volunteers, stakeholders or staff is unacceptable.
2. Only information deemed for public knowledge may be shared or discussed outside GOBA, unless specifically authorized to do so by the Chief Executive Officer, Staff and/or the President. No volunteer shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the Association, and each volunteer will uphold the strict confidentiality regarding any information discussed at meetings or any other deliberations and communications. Questions regarding the confidential nature of GOBA information or documents shall be directed to the Chief Executive Officer.
3. Volunteers are not permitted to speak on behalf of GOBA or the Board to external parties, such as the media or other interested parties unless specifically asked to do so by the Chief Executive Officer and/or the President.
4. All contractual agreements are the responsibility of the GOBA office. Volunteers will not make such commitments on behalf of GOBA.
5. All GOBA correspondence, regardless of the medium, is a reflection on the Association. E-mail communications shall follow the same professional standards as verbal communication.

6. Volunteers shall support GOBA to other volunteers, members, and stakeholders. Inappropriate communication by email or in any public forum about GOBA, its volunteers, staff, stakeholders, policies, procedures or guidelines is not acceptable. Issues regarding GOBA shall be taken up in private with the appropriate GOBA staff member.

### **Relationship with Other Volunteers, Stakeholders and Staff**

1. Volunteers shall understand the scope of their authority and exercise good judgment in their dealings with other volunteers, stakeholders, staff, suppliers and the general public and shall respond to all constituents and the needs of the Association's members in a responsible, respectful and professional manner.

2. Volunteers shall not request special or personal favors or extensive information from other volunteers, stakeholders, or staff, without prior consultation and agreement of the Chief Executive Officer.

3. GOBA meetings/events are professional gatherings and therefore appropriate behaviors are expected. Volunteers shall adhere to GOBA policies, bylaws, and the Volunteer Code of Conduct in all interactions with other volunteers, stakeholders, staff, vendors, and other constituents.

### **Avoiding Conflict of Interest**

1. No volunteer will use any information provided by the Association or acquired as a consequence of the volunteer's service to the Association in any manner other than in furtherance of his or her volunteer duties. Furthermore, volunteers will not misuse Association property or resources and will at all times keep the Association's property secure and not allow any person not authorized by GOBA access to such property.

2. Volunteers shall not persuade or attempt to persuade any member, exhibitor, sponsor, supplier, contractor, or any other person or entity with an actual or potential relationship with the Association to terminate, curtail or not enter into its relationship to or with the Association, or in any way to reduce the monetary or other benefits to the Association of such relationship.

3. Volunteers are expected to act at all times in the best interest of the Association and not for personal or third-party gain or financial enrichment. When encountering potential conflict of interest, volunteers will identify the conflict and report it to the Chief Executive Officer who may ask them to remove themselves from all discussions.

## **Anti-Harassment**

It is the Builders Association's policy to provide an environment in which employees, volunteers, members, and stakeholders are treated with dignity and respect. Harassment in all forms is strictly prohibited and may result in termination of employment and membership.

The Association's policy prohibits acts of harassment (defined below) by or against its employees on the basis of race, color, religion, age, handicap, national origin, sex, veteran or marital status. This policy extends to such actions if an employee, volunteer, member and/or stakeholder of the Association, performs them.

**VERBAL HARASSMENT:** such as derogatory comments, jokes, or slurs.

**PHYSICAL HARASSMENT:** such as unwanted physical contact, assault, impeding or blocking movement, or any interference with normal work.

**VISUAL HARASSMENT:** such as derogatory posters, cartoons, or drawings.

**SEXUAL HARASSMENT:** unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/membership.
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment/membership affecting the individual.
- C. Such conduct has the purpose or effect of substantially interfering with the individual's work/volunteer performance or creating an intimidating, hostile, or offensive work environment.

## **Violations of the Code of Conduct**

1. Violations of the Code of Conduct shall be reported to the Chief Executive Officer.
2. Violation of the Code of Conduct could impose the resignation of a volunteered position and such may be requested to discontinue future volunteer roles.
3. If an alleged violation is formally brought to the attention of any of the Senior Officers, the Senior Officers, acting in their role as the Executive Committee, will designate a three-member committee comprised of voting members of the Board to determine the validity of the accusation and what, if any, sanctions should be imposed upon the member in question. The Executive Committee will report the findings and recommended actions of this committee to the violating member. Any recommended sanction will require the approval of the Executive Committee.
4. All decisions of the Three-Member Committee, ratified by the Executive Committee, are final.