

THE LANDINGS ASSOCIATION
CODE OF CONDUCT

A. *Purpose*

This code of conduct aims to ensure that, in discharging their duties and responsibilities, The Landings Association (TLA) Board of Directors and Committee Members embrace standards of conduct that advance the interests and wellbeing of all Landings residents. Through adherence to these standards, TLA will earn and maintain the confidence and respect of the Landings Community.

B. *Code of Conduct*

1. *Integrity*

- Act with honesty and Integrity at all times in all matters.*
- Comply at all times with all government laws and regulations in all TLA matters.*
- Ensure that information in all reports and other documents disseminated to Landings residents or governmental bodies is complete, fair, accurate, timely, understandable and transparent.*
- Refrain from impugning the integrity or reputation of fellow residents, TLA staff, or the Boards and staff of TLREC and TLGAC.*
- Act professionally in all TLA matters, including TLA meetings, and avoid personal attacks and inappropriate language with respect to fellow residents and TLA staff.*

2. *Conflict of Interest*

- Ensure that all personal actions are free from conflict with the TLA interests.*
- Fully disclose, in advance, any potential material personal financial benefit, including those to any family member or relative, that may be derived from any TLA purchase of services or products. Such disclosure shall be made to the TLA Secretary.*
- Do not accept anything of value that could influence, or appear to influence, any action respecting a TLA matter.*

3. *Confidentiality*

- Protect the confidential and proprietary information of TLA, including the confidential and proprietary information of others in the possession of TLA, and do not use such information except for the benefit of TLA. Examples of confidential and proprietary information shall include, without limitation, financial information of current or former residents and business information of TLA and its suppliers and contractors and personal information of TLA staff including salaries.*
- Maintain and provide a personal private email address controlled so that correspondence sent to that address would be accessible only by the intended member.*
- Unless otherwise approved for release to the public by the Board, protect and treat as confidential any discussions, comments opinions and decisions made at any Board or TLA committee meeting not open to the public.*
- Unless authorized by the TLA President, no person shall electronically record the proceedings of any Board or TLA committee meeting not open to the public and*

any authorized electronic recording shall only be for the purpose of (and shall be destroyed after) creating and approving minutes of such meeting.

4. Private Communications between Board and/or Committee members

- *Unless otherwise approved for release to the public by the Board, protect and treat as confidential to the TLA Board any communication between or among Board or committee members relating to TLA matters (including email communications), written or oral, not clearly intended for dissemination beyond the Board or committee.*

5. Public Communications

- *The President shall be the official spokesperson for both the Board of Directors and the Association for the purpose of communicating Board issues and decisions to external organizations, provided that the President shall have authority to delegate this responsibility to others.*

6. Attendance at Meetings

- *Each member has, and hereby acknowledges, an obligation to attend meetings. If a member does not attend two (2) consecutive meetings, the Board Secretary or Committee Chair shall contact and remind the member that missing a third consecutive meeting could result in removal from the Board or Committee. The Board may remove any member from any committee at any time.*

C. Signing the Code of Conduct and Ethics Policy

- *Each member shall immediately receive, review and sign this document electronically upon being elected or appointed. The Assistant Secretary shall maintain copies and shall promptly report if a member refuses to sign the document which shall be cause for removal from the Board or Committee.*

D. Procedure for Suspected Violations

- *All members shall report any noncompliance with this document to the TLA Board President, who shall conduct a full investigation and present the findings thereof to the full Board who shall take appropriate action, if any.*

DECLARATION: I HAVE READ, AND WILL COMPLY WITH, ALL TERMS OF THIS CODE OF CONDUCT AND ETHICS STATEMENT.

DATE

PRINTED NAME

SIGNATURE