

## Code of Ethics / Conduct

Approved Revision

October 12, 2021

Board members are stewards of the mission of the Association on behalf of the community and should conduct themselves accordingly at all times, whether inside or outside the boardroom.

The code of ethics is not meant to address every potential ethical or conduct dilemma but is offered as a basic framework that can be modified and adopted by the Association.

### **Board members should:**

1. Conduct oneself with honesty, integrity and in a professional manner and treat others as such and with respect and fairness.
2. Adhere to the Association's vision, goals, and operating norms by striving at all times to serve the best interests of the association as a whole regardless of your personal interests.
3. Use sound judgement to make the best possible business decision, ensuring that activities and transactions are advancing KCCA's mission.
4. Recognize and disclose conflicts of interest; make decisions that are in the best interest of the Association and not in the best interest of an individual Board member (or any other individual(s) or entity(ies)).
5. Ensure the Association obeys applicable laws and regulations, follows its own governing documents and works to revise outdated ones.
6. Act within the boundaries of your authority as defined by law and the governing documents of the association as well as your board position as Director or Officer.
7. Provide opportunities for residents to safely comment on decisions facing the association without fear or retribution.
8. Perform duties without bias for or against any individual or group of owners or non-owner residents.
9. Contribute to the Association's culture, strategic focus and effectiveness as well as serving as committee chairs and community ambassadors by working together openly as a team with mindful and respectful attention and communication. Cultivate trust to enhance working relationships.
10. Conduct open, fair, and well-publicized elections.
11. Use official KCCA email for all initiated emails that pertain to association business.
12. Support all duly adopted board decisions - even if as a board member you are in the minority regarding actions that may not have obtained unanimous consent.

### **Board members should not:**

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Post, respond or engage on social media platforms information pertaining to association business.
3. Make unauthorized promises to a contractor or bidder.
4. Advocate or support any action or activity that violates a law or regulatory requirement.
5. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.

6. Spend unauthorized association funds for their own personal use or benefit.
7. Accept any gifts-directly or indirectly-from owners, residents, contractors or suppliers.
8. Misrepresent known facts in any issue involving association business.
9. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
10. Make personal attacks on colleagues, staff or residents. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor, whether verbally, physically, written or otherwise.
11. Reveal to any owner, resident or other third party the discussions, decisions and comments made at any meeting of the board properly closed or held in executive session.

APPROVED 10/12/21