

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2036</b>	APPROVAL LEVEL <b>GB</b>
	SUBJECT  <b>Code of Conduct</b>	EFFECTIVE <b>8/06</b>	SUPERSEDES
	SPECIAL DISTRIBUTION		

**POLICY**

To establish a set of principles and practices of the FMCA Executive Board, FMC Board of Directors, committees, directors, and employees that will set parameters and provide guidance and direction for conduct and decision-making.

**PROCEDURE**

Code: The FMCA Executive Board, FMC Board of Directors, committees, directors, and employees are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities and pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, Constitution, Bylaws, Code of Regulations, and policies and procedures.
2. Exercise reasonable care, good faith, and due diligence in affairs of the Association.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all Association activities.
7. Strive to uphold those practices and assist other members of the board in upholding the highest standards of conduct.

Personal Gain

8. Exercise the powers invested for the good of all members of the Association, rather than for his or her personal benefit or that of the nonprofit they represent.

	SUBJECT  <b>Code of Conduct</b>	INDEX NO.  <b>2036</b>
--	---------------------------------------	------------------------------

Equal Opportunity

9. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of the Association's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

10. Respect the confidentiality of sensitive FMCA and FMC, Inc. information.

Collaboration and Cooperation

11. Respect the diversity of opinions as expressed or acted upon by the board, committees and membership, and formally register dissent as appropriate.
12. Promote collaboration, cooperation, and partnership among association members.