

## **ARC Code of Conduct Policy**

1. **Policy Accountable Owner:** Architectural Review Committee ARC
2. **Policy Name:** ARC Code of Conduct Policy
3. **Purpose of Policy:** *To define expected behaviors required of ARC members*
4. **Policy Details:**
  - a. **Expectations:**
    - i. Avoid conflict of interest and follow the conflict of interest procedures as provided in Colorado Revised Statutes, Section 7-128-501
    - ii. Never use their position for personal advantage
    - iii. Not disclose confidential information of the Architectural Review Committee or the Foundation unless required by law
    - iv. Act only with the knowledge and permission of the ARC
    - v. Notify the other ARC members of any situation in which they are involved that could be perceived as an improper bias for or against a matter before the ARC
    - vi. Recuse him/herself from review, consideration or voting on any matter before the ARC when they have a bias for or against a person which does not allow them to be impartial, a direct personal or family financial interest in a matter or when requested to do so by a majority of all members of the ARC
    - vii. Comply with the applicable governing documents, policies and procedures of the Foundation
  - b. **Procedure:**
    - i. I have read the Genesee Foundation ARC Committee Member Code of Conduct and agree to abide by it.
    - ii. Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**Approved By:** Board of Directors

**Supersedes:** N/A

**Approval Date:** October, 2006

**Review Date:** As needed