

## **CODE OF ETHICS AND RULES OF CONDUCT FOR HIDE-A-WAY HILLS CLUB BOARD OF TRUSTEES MEMBERS, MANAGEMENT COMMITTEE MEMBERS and ARCHITECTURAL CONTROL COMMITTEE MEMBERS**

Members of the Board of Trustees, Management Committee and Architectural Control Committee for Hide-A-Way Hills Club shall adhere to the following rules of conduct, standards of behavior, ethical rules and enforcement procedures that are applicable to all serving Hide-A-Way Hills Club. Each Board member, Management Committee member and Architectural Control Committee member shall sign and date the policy at the beginning of his/her term of service and each year thereafter. Failure to sign does not nullify the policy.

### **Board of Trustees, Management Committee and Architectural Committee members should:**

1. Strive at all times to serve the best interests of Hide-A-Way Hills Club as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for Hide-A-Way Hills Club, taking in to consideration all available information, circumstances and resources.
3. Act within the boundaries of Board of Trustees', Management and Architectural Control Committee members' authority as defined by law and Hide-A-Way Hills' governing documents, and remain current in the payment of all Club dues and assessments.
4. Perform their duties without bias for or against any individual member or resident.
5. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with Hide-A-Way Hills Club.
6. Always speak with one voice, supporting all duly adopted Board, Management and ACC Committee decisions, even if the Board member was in the minority regarding actions that may not have obtained unanimous consent.

### **Board of Trustees, Management Committee and Architectural Control Committee members should not:**

1. Reveal confidential information provided by contractors or share information with those bidding for Hide-A-Way Hills Club contracts unless specifically authorized by the Board of Trustees.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or Hide-A-Way Hills' governing documents.

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4. Use their position or decision-making authority for personal gain or to seek advantage over another member or resident.
5. Spend unauthorized Hide-A-Way Hills Club funds for their personal use or benefit.
6. Accept any favor or advantage granted or expected in return for favorable action on behalf of any member, contractor or supplier.
7. Misrepresent known facts to anyone regarding any issue involving Hide-A-Way Hills Club business.
8. Divulge personal information about fellow Board members, General Manager, employees, committee members, members or contractors that was obtained in the performance of Board duties.
9. Make personal attacks on fellow Board members, General Manager, employees, committee members, members or contractors.
10. Harass, threaten or attempt through any means to control or instill fear in any fellow Board members, General Manager, employees, committee members, members or contractors.
11. Reveal to any member or third party the discussions or comments made at any meeting of the Board properly closed or held in Executive Session.
12. Board of Trustees members will not make contributions to any political parties or political candidates on behalf of Hide-A-Way Hills Club.

I hereby acknowledge receipt of the Code of Ethics and Rules of Conduct for Hide-A-Way Hills Club Board of Trustees, Management Committee and Architectural Control Committee members and agree to abide by its terms.

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date