

Confidentiality Agreement and Code of Conduct for Committee Volunteers

I, _____ of _____ am a volunteer member of the _____ committee of the Canadian Condominium Institute – Manitoba Chapter (CCI Manitoba). I declare that, in carrying out my duties as a committee volunteer of CCI Manitoba during my term, I will:

1. Act ethically, honestly, prudently and in good faith in the best interest of CCI Manitoba and uphold the integrity and reputation of the Institute;
2. Keep confidential and not use, nor allow the use of, any confidential information of the Institute for any purposes other than those of the Institute, nor disclose or transfer that information to any other party;
3. I will observe, respect and publicly support CCI Manitoba's:
 - a) Mission Statement;
 - b) Chapter & National By-Laws;
 - c) Policies approved by the Board of Directors;
 - d) Decisions made by delegates at the Annual General Meeting;
4. Participate actively and constructively in all committee meetings;
5. Publicly support actions taken by CCI Manitoba to implement programs and achieve objectives contained in CCI Manitoba approved plans and budget;
6. Keep current on issues and respond to communications in a timely and constructive manner;
7. Not speak for or on behalf of the organization unless authorized to do so;
8. Not interfere with, nor undermine staff in the performance of their duties;
9. Refer any complaints or conflicts of interest to the President or Vice-President for resolution;
10. Review, sign and uphold the Confidentiality Agreement and Code of Conduct upon appointment and annually thereafter.

Date:

Signature:

Print Witness Name:

Witness Signature:
