

COAST ECONOMIC DEVELOPMENT SOCIETY

STATEMENT OF PERSONAL AND PROFESSIONAL STANDARDS OF CONDUCT FOR EMPLOYEES

It is the intent of the Coast Economic Development Society (the "Society") to strive for the highest ethical conduct from staff. In an effort to achieve the highest standards of conduct for employees, each key staff member is requested to acknowledge (by signing) the following adopted Code of Ethics by December 31 each year. This acknowledgement will be kept on file in the human resource department.

All key staff members of the Society are required and expected to exercise the highest ethical standards of conduct and practice fundamental honesty at all times.

In recognition of the Society's standards of high ethical conduct, each key staff member WILL NOT:

- Deceive, defraud, or mislead Society board members, officers, staff members, managers, supervisors, or other associates, or those with whom the Society has business or other relationships.
- Misrepresent the Society in any negotiations, dealings, contracts, or agreements.
- Divulge or release any information of a proprietary nature relating to the Society's plans, mission, or operational databases without appropriate approval.
- Obtain a personal advantage or benefit due to relationships established by any senior staff member by use of the Society's name.
- Accept individual gifts of any kind in excess of \$100, in connection with the key staff member's relationship with the Society. All such gifts are to be reported to the Director of Finance who shall divulge gifts received during the calendar year to the Investment, Finance and Audit Committee of the board.
- Withhold their best efforts to perform their duties to acceptable standards.
- Engage in unethical business practices of any type.
- Use Society property, financial resources, or services of Society personnel for personal benefit.
- Violate any applicable laws or ordinances.

Infractions of this Statement of Personal and Professional Standards of Conduct are to be reported directly to any member of the Investment, Finance and Audit Committee of the board, who shall, in his or her determination, bring the infraction to the attention of the committee Chair or the Society board Chair.

Signature _____ Date _____

Name (please print) _____