

# CVPM Code of Conduct

Members of the CVPM Board of Directors are required to receive a copy of the Code of Conduct upon nomination and must sign the code prior to installation. They agree:

- To act in the best interests of, and fulfill their obligations to the CVPM program and VHMA organization and its constituents-members;
- To act honestly, fairly, ethically and with integrity;
- To conduct themselves in a professional, courteous and respectful manner;
- To present themselves in a professional manner when representing the CVPM program and VHMA organization (i.e., dress should be no less than business casual);
- To comply with all applicable laws, rules and regulations;
- To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
- To act in a manner to enhance and maintain the reputation of the CVPM program and VHMA organization;
- To disclose potential conflicts of interest and abstain from discussion and voting on any matter, in which the Officer has or may have a conflict of interest;
- To refrain from marketing or promoting in any way, when representing the CVPM program and VHMA organization, products or services that are unrelated to the organization's nonprofit or tax exempt programs.
- To make available to and share with the Board of Directors any information that may be appropriate to ensure proper conduct and sound operation of the CVPM program and VHMA organization's governance and management;
- To respect the confidentiality of information relating to the affairs of the CVPM program and VHMA organization acquired in the course of service, except when authorized or legally required to disclose such information;
- To not use information acquired in the course of service for personal advantage;
- To not accept any financial advantage or gain nominal value which may be offered as a result of affiliation with the CVPM Board
- Knowingly take any action intended to influence the conduct of the CVPM Board or VHMA organization in such a way as to confer any financial benefit on any person, corporation, publisher or entity in which the individual may have an interest or affiliation.
- To not violate any federal, state, provincial or local laws governing the CVPM program and VHMA organization and to understand and adhere with all governing documents applicable to the CVPM program and VHMA organization.

An Officer who has concerns regarding compliance with the Code of Conduct should raise those concerns with the Chair. In the extremely unlikely event that a waiver of this code for an Officer would be in the best interest of the organization, it must be approved by the unanimous vote of the Board.

Officers will annually sign a confirmation that they have read and will comply with this code.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_