



**CALEDONIA REGIONAL**  
CHAMBER OF COMMERCE

**Code of Conduct**

By signing below I/we recognize that membership, serving as a Director, committee member and/or volunteer, in the Caledonia Regional Chamber of Commerce brings with it a set of obligations and responsibilities which are essential to protecting the work, privacy, security and brand of the Chamber.

**I/we shall:**

1. Maintain the highest standards of conduct and act with integrity and dignity when interacting with partners, the public and the like.
2. Conduct professional activities in a respectable manner which positively reflects Caledonia and area business community.
3. Support and promote the Goals and Mission of the Caledonia Regional Chamber of Commerce.
4. Respect the reputation and work of the Caledonia Regional Chamber of Commerce.
5. Help support the development and growth of Caledonia and area businesses.
6. Respect the confidentiality requirements and privacy policies of the Caledonia Regional Chamber of Commerce.
7. Maintain the confidentiality of any sensitive or private information I/we may come across.
8. Understand the level of sensitivity to the information I/we have access to.
9. Only access information that is necessary to perform required and assigned duties.
10. Only use information accessed for its intended purposes, do not use information to gain unauthorized access or information to resources or spaces.
11. Follow security protocols for in-person and online endeavours that are set in place by the Caledonia Regional Chamber of Commerce.
12. If I/we have access to items (i.e., a key) that could breach security if used improperly, ensure that it is kept safe and that it is only used for its purpose.
13. Promote a safe working environment, free from harassment, abuse, or discrimination.
14. Abide by the by-laws and any conflict-of-interest guidelines of the Caledonia Regional Chamber of Commerce.
15. Direct any questions regarding the Caledonia Regional Chamber of Commerce about policies, procedures, support or supervision to either the President of the Board or the Executive Director.

Date

Print Name:

Sign:

---