

Residents Association Code of Conduct & Ethics Policy

1. Purpose

This Code of Conduct outlines the standards of behavior expected of all members, committee officials, and volunteers of the [Name of Residents Association]. It aims to promote integrity, respect, transparency, and inclusiveness in all Association matters.

2. Guiding Principles

All members and officials shall:

- Act honestly, fairly, and respectfully.
- Uphold the Constitution of the Association.
- Work in the best interests of the community.
- Avoid any conflict of interest or personal gain from their involvement.
- Foster a welcoming and inclusive environment.

3. Conduct During Meetings

- Treat all attendees with respect and courtesy.
- Allow others to speak without interruption.
- Keep discussion focused on the agenda.
- Respect majority decisions and participate constructively.

4. Responsibilities of Committee Members

Committee members must:

- Carry out duties responsibly and transparently.
- Maintain confidentiality of sensitive information.
- Declare any potential conflicts of interest.
- Use Association resources responsibly and only for RA purposes.

5. Financial Integrity

- All financial dealings must be transparent, properly recorded, and in line with the approved budget.
- No member shall use RA funds or assets for personal benefit.

6. Handling Complaints or Disputes

- All members should try to resolve disputes respectfully and informally.
- Serious breaches of conduct should be reported to the Committee in writing.
- The Committee will investigate fairly, and take appropriate action, including mediation or disciplinary steps if needed.

7. Breach of Code

Failure to comply with this Code may result in:

- A verbal or written warning
- Suspension from meetings or activities
- Removal from a committee role
- Termination of membership (in extreme cases, as per the Constitution)

8. Acceptance

All members agree to this Code of Conduct upon joining the Association. Committee members will sign a copy upon taking office.