

Fort Myers Villas Educational, Literary and Charitable Institution, Inc. dba Fort Myers Villas Civic Association

Code of Conduct and Ethics

Members of the Board of Directors and Volunteer staff carry certain duties and responsibilities for the wellbeing of the organization. This Code of Conduct and Ethics outlines some of those duties and responsibilities.

Conduct

Confidentiality

Board Members and Volunteer staff may have access to confidential information that if discussed outside of a formal meeting could be damaging or sensitive, harmful to the best interest of the organization, or create legal liability. Information provided to the Board may concern, but not be limited to personnel, financial, contractual, Membership, or legal matters. This information is intended for use in decision making and governance. Information discussed in a closed meeting shall not be divulged without authorization of the Chair.

Conflict of Interest

Board Members shall familiarize themselves with and follow *617.0832 Director conflicts of interest, The 2018 Florida Statutes*.

Separation of position

Upon separation of position and/or at the end of a Board Member's term, he or she shall return all documents, papers, and other materials pertinent to the operation of the organization. *617.0808 Removal of directors, The 2018 Florida Statutes*.

Ethics

We are committed to:

- Acting honestly, truthfully and with integrity in all our actions
- Taking responsibility for our decisions and their consequences
- Appropriately handling actual or apparent conflicts of interest in our relationships
- Treating individuals fairly, with dignity and respect
- Being a good corporate citizen and complying with both the spirit and the letter of the law
- Having respect for the community we work with and serve
- Being responsible, transparent and accountable for all of our actions

Violations of the Code of Conduct and Ethics may result in disciplinary action in accordance with Florida state law. Discipline may include removal of a Board Member from office and/or loss of Association Membership.