



Code of Conduct & Agreement to Serve for Southland Regional Association of REALTORS® Volunteers

Preamble

The Southland Regional Association of REALTORS® (“SRAR” or the “Association”) is a Mutual Benefit professional association committed to upholding the highest standards of ethical conduct and professionalism in the real estate industry. This Code of Conduct establishes the expectations for all SRAR Volunteers, ensuring their actions align with the Association's values and principles.

Adoption and Compliance

The SRAR Board of Directors has adopted this Code of Conduct, which applies to all volunteers serving in SRAR, including those serving on the SRAR Board of Directors.

- Annual Confirmation: All volunteers will annually sign a confirmation acknowledging their understanding and agreement to comply with this Code.
- Concerns: Any concerns or reports of violation of the Code should be raised with (1) the Chief Executive Officer; (2) the President; or (3) the next highest officer, whichever one of them is not the subject of or, directly connected by way of a close personal or business relationship, or otherwise poses a conflict of interest or, if no other officer remains, a member of the Board of Directors.

Member Volunteer Code of Conduct

Volunteers at SRAR (including ex officio members of committees) shall abide by the following code of conduct in their capacity as member volunteers:

1. Compliance with Rules and Regulations:
 - Abide by the SRAR Member Volunteer Code of Conduct, all other SRAR rules and regulations (including Articles of Incorporation and Bylaws), and applicable federal, state, and local laws and regulations.
 - Maintain membership in good standing with SRAR.
2. Conduct Association Business with Integrity:
 - Conduct the business of the Association in good faith and with honesty, integrity, due diligence, and reasonable competence.
 - Exercise proper authority and good judgment in dealings with Association staff, suppliers, and the general public.

- Respond to the needs of the Association's members in a responsible, respectful, and professional manner.

3. Confidentiality:

- Protect the confidentiality of all meetings, deliberations, and privileged communications of SRAR.
- Not share, copy, reproduce, transmit, divulge, or otherwise disclose any confidential information related to the affairs of the Association.
- Upon termination of service, acknowledge continuing obligations of confidentiality regarding information acquired during volunteer service.

4. Proper Use of Association Resources:

- Use information and/or assets provided by the Association or acquired through volunteer service solely for the furtherance of volunteer duties.
- Not misuse Association property or resources.
- Keep Association property secure and not allow unauthorized access or use.

5. Professional Performance of Duties:

- Perform assigned duties in a professional and timely manner.
- Fulfill professional obligations by maintaining a safe and respectful work environment free from harassment, verbal abuse, or physical abuse for all SRAR employees, staff members, volunteers, officers, directors, members, service providers, speakers, and guests. This includes conducting oneself with professionalism and courtesy in all interactions and at all SRAR functions and/or where SRAR has an official presence.

6. Non-Interference with Employment Relationships:

- Not persuade, coerce, or attempt to persuade any employee of the Association to leave their employment or become employed elsewhere.
- Not persuade, coerce, or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with SRAR to terminate, curtail, or not enter into such relationship, or to reduce any monetary or other benefits to the Association.

- Not interfere with or dictate employee job scope or duties.

7. Avoidance of Conflicts of Interest:

- Act at all times in the best interests of the Association, not for personal or third-party gain or financial enrichment.
- Identify potential conflicts of interest and, as required, remove themselves from discussion and voting on the matter.
- Specifically, member volunteers shall:
 - Avoid placing personal or third-party interests above those of the Association.
 - Not abuse their service to SRAR by improperly using their position or the Association's resources for personal or third-party gain.
 - Not engage in or facilitate discriminatory or harassing behavior toward Association staff, members, or others in the context of Association activities.
 - Not solicit or accept gifts, gratuities, free trips, honoraria, personal property, or other items of value as inducements to provide special treatment to donors.

Enforcement

How to Report Incidents of Violation of the Code of Conduct:

Any Member who believes they experienced or witnessed a violation of this Code of Conduct should promptly report the incident to one of the following individuals: (1) the Chief Executive Officer; (2) the President; or (3) the next highest officer, whichever of them is not the subject of or directly connected by way of a close personal or business relationship, or otherwise poses a conflict of interest, with the subject of the complaint, or if no other officer remains, a member of the Board of Directors.

Protection for Reporting and Cooperating:

No recourse will be taken against an individual acting in good faith for reporting a violation of this Code of Conduct or for cooperating in an investigation. One making what is determined to be a frivolous complaint will be subject to a complaint against them for a violation of the Code of Conduct.

Procedure:

Upon the making of a complaint for violation of this Code of Conduct, it shall be handled in the same manner as a reported complaint for a violation under the SRAR Anti-Harassment Policy and the discipline, if any, shall be determined and imposed in the same manner as under the SRAR Anti-Harassment Policy.

Agreement:

By accepting and retaining any volunteer member position at SRAR, I agree to subscribe to this Code of Conduct and understand the potential consequences of violations.

DATE

MEMBER VOLUNTEER PRINT NAME

MEMBER VOLUNTEER SIGNATURE