

**POLICY: CODE OF CONDUCT:
STATEMENT OF VALUES AND BUSINESS ETHICS**

APPROVED BY: CBCHOA CHAIRMAN: _____
EFFECTIVE DATE: _____

CODE OF CONDUCT: STATEMENT OF VALUES AND BUSINESS ETHICS

We as management and employees at Caribbean Beach Club Home Owners Association (CBCHOA) are committed to fulfilling our responsibilities with high standards of professional competence and integrity in the pursuit of our vision and achievement of our mission.

We adhere to the following core values: (Resolve, Responsibility, Respect and Reward)

- **Resolve:** Employees to act with firmness of purpose, to act with openness and transparency in our daily business undertaking.
- **Responsibility:** Employees must be able to answer for their conduct and obligations with values entrenched in honesty, promise-keeping, and faithfulness to the organisational common goal and stakeholders.
- **Respect:** The organisation recognises the esteem for or a sense of worth or excellence of a person, thus employees must be treated with fairness, impartiality and distributive justice in our relationships with peers, customers, and other stakeholders.
- **Reward:** The organisation is committed to returns for performance of a desired behaviour and positive reinforcement to the organisational mission and vision.

This Code consists of a number of imperatives formulated as statements of personal responsibility and identifies the elements of such a commitment.

It contains many but not all issues that employees are likely to face. The specification of a Code of Ethics enables CBCHOA to clarify to current and future employees, and to those served by the employees, the nature of the ethical responsibilities held in common by all CBCHOA employees.

This Code of ethics establishes principles that define the ethical behaviour that employees of CBCHOA are to adhere to. This ethical practice is the most important obligation of a CBCHOA employee.

The value of the organisational reputation depends upon the ethical conduct of everyone employed by CBCHOA. Each of us sets an example for each other, as well as other stakeholders and by our pursuit of excellence with powerful standards of performance, professionalism and ethical conduct.

It is understood that some words and phrases in a Code of Ethics are subject to varying interpretations and that any ethical principle may conflict with other ethical principles in specific situations.

Questions related to ethical conflicts can best be answered by thoughtful consideration of CBCHOA's policies and procedures and their intent, rather than reliance on opinion. Compliance to the code is not limited to the examples given throughout the document.

PURPOSE

The purpose of this Code of Conduct is to set forth written standards designed to deter wrong doing and to promote:

- Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Compliance with applicable governmental laws, rules and regulations;
- The prompt internal reporting to the person or persons identified in this code of violations of this code;

- Accountability for adherence to this code. The code is to promote acceptable behaviour by all employees in their daily business dealings. The standard set by the code is meant to be used by employees as the minimum self-evaluation tool with regard to ethical conduct.
- The code is a tool for employees to behave in a manner that reflects occupational maturity and responsible occupational identity when making business decisions and conducting themselves publicly.
- The code is to ensure that employees contribute effectively and efficiently to the common goals of the business.

Thus it is expected of CBCHOA employees to:

- Comply with the law.
- Act honestly and with integrity.
- Not place themselves in situations which may result in divided loyalties.
- Use CBCHOA's assets responsibly and in the best interests of CBCHOA.
- Be responsible and accountable for their actions.

The code document must be read and understood in line with all company policies and procedures. Any violation of the code will be dealt with in line with CBCHOA's disciplinary code.

The code is the cornerstone of our commitment to ethics. It is a starting point and cannot describe every law, regulation, policy or requirement that may apply to you. The company has additional policies, procedures, instructions and processes to further implement the principles in the code - make sure you know the rules.

CONDUCT AND BEHAVIOUR WHICH EMPLOYEES ARE REQUIRED AND EXPECTED TO OBSERVE

- Present yourself to work on time - on all working days and to fulfil their contractual obligation to work.
- Take good care of tools / equipment / material and other Company property.
- Observe existing safety rules and regulations.
- Put in the necessary effort to ensure that work gets done, as per laid down standards.
- Treat everyone with respect irrespective of race, gender, sex, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, political opinion, culture, language, marital status or family responsibility.
- Possession and/or usage of Company property should be lawful and authorised.
- Be of sober senses and free of the influence of alcohol, drugs, or any other mind altering substances whilst on duty.
- Not bring any intoxicating liquor, dagga or any other illicit drugs to work.
- Not carry any dangerous weapons on Company property.
- Not to damage any Company and/or private property within the Company premises.
- Carry out the lawful instructions of a superior or a person in authority. From time to time you may be called upon, due to workload or absence from work of another employee or some other reason, to undertake duties for which you were not engaged. These will only be of a temporary nature.
- Conduct oneself in an honest manner.
- Any absence from work should be authorised or there should be an acceptable reason for it. Absences are to be reported to the immediate superior on the first day of such absence.
- Not to engage in any other misconduct or action that constitutes a breach of contract.
- Follow all Company rules and/or departmental rules as described in the contract Code of Conduct, staff notices or negotiated agreement.
- To know, understand and adhere to the Disciplinary Code and Grievance Procedures.
- Adhere to procedures which form part of your Contract of Employment.
- Any unlawful income generating scheme e.g. money lending - is not allowed.
- No disclosure of Company confidential information / documentation / strategy will be allowed to third parties, without first obtaining permission from CBCHOA Board.

A failure to observe one or more of the above may result in disciplinary action taken against the employee. This list is not exhaustive.

CODE OF ETHICS

At CBCHOA we are committed to organisational integrity and sound business ethics. This commitment is reflected in our values and will inform the actions of all our employees at all times. All employees have the right to be treated in a way that is consistent with CBCHOA's values.

HONESTY

Definition: Honesty is the human quality of communicating and acting truthfully related to truth as a value. This includes listening, speaking and any action in the human repertoire. Superficially, honesty means simply stating facts and views as best as one truly believes them to be. It includes both honesty to others, to oneself and about one's own motives and inner reality. Honesty at times has the ability to cause misfortune to the person who displays it. Honesty can also mean fairness, truthfulness and the avoidance of misleading people. It is being sincere, truthful, trustworthy, honourable, fair, genuine and loyal with integrity.

We will behave in an open and honest way, when dealing with each other and when dealing with external stakeholders. Honesty is the cornerstone of our successful business environment and will lead to higher levels of trust. All business communications will be accurate, truthful and based on trust.

You are being honest when you:

- Carry out your own work
- Tell the truth at all times
- Explain the real reason you didn't turn in your own work
- Keep your eyes on your own and your colleague's safety
- Clean up your working area, especially after making a promise
- Use Company assets for the best interest of CBCHOA
- Write a truthful report in your own words, instead of copying it
- Admit you made a mistake
- Turn in a wallet with money that you found
- Turn up for work when you are supposed to
- Adhere to Company policies and procedures

FAIRNESS

Definition: Fairness means free from favour toward either or any side, hence it implies an elimination of one's own feelings, prejudices and desires so as to achieve a proper balance of conflicting interests.

Thus:

- To be fair is to be marked by impartiality and honesty and to be free from self-interest, prejudice or favouritism and/or
- To be fair is to treat someone in a way that is right or reasonable, or to treat a team of people equally and not allow personal opinions to influence your judgment.

Within the business environment fairness is critical to ensure healthy competition. This will enhance our awareness of and commitment to justice within CBCHOA, as well as, within a broader community. Internally, all employees are entitled to a workplace free of unfair discrimination. Externally we will treat suppliers, customers and other stakeholders in a fair manner.

You are being fair when you:

- Treat people the way you want to be treated
- Tell the truth
- Play by the rules
- Think about how your actions will affect others
- Listen to people with an open mind
- Don't blame others for your mistakes
- Don't take advantage of other people
- Don't play favourites

- Be free from bias, dishonesty, or injustice

TRANSPARENCY

Definition: Transparency is the property of being able to see through something and has to mean a full, clear and timely disclosure of relevant information, which in turn makes for easier understanding and encourages public scrutiny of processes and practices. Communications and actions will be transparent and is never intended to deceive. Transparent behaviour will reinforce our commitment to honesty and will increase the sense of ownership and participation within CBCHOA.

You are being transparent when:

- You are accountable, trustworthy, communicative, responsible, have pride
- You communicate with peers, exchange ideas / thoughts before it's matured in to full-blown concepts.
- You are responsible to and with other employees, accountable towards other peers - which gradually builds up trust and pride.
- You do not promote work politics which hinders company goals and employees start to advance their personal objectives - at the expense of the development of CBCHOA as a single entity.

RESPECT

Definition: Respect is about how people are treated. All employees are required to show consideration for other people in the execution of their duties, including the provision of services, advice and decision making.

We will respect the human dignity of others, as well as their rights – in particular those rights granted by the South African Constitution. We will have respect for the needs and interest of the communities within which we operate and commit ourselves to making a positive impact through our business activities. We will respect the assets and resources of CBCHOA and will utilise them in a responsible manner.

You are being respectful when you:

- Treat other people the way you want to be treated
- Be courteous and polite
- Listen to what other people have to say
- Don't insult people, or make fun of them or call them names
- Don't bully or pick on others
- Don't judge people before you get to know them
- Recognize diversity
- Recognition of person / work
- Understand and value others
- Acknowledge others
- Affirm others

COMPLIANCE

Definition: Compliance is either a state conformity in fulfilling official requirements or being in accordance with established guidelines, specifications, legislation or the process of becoming so.

Compliance with the code is a condition of employment. This version of the code has been endorsed by CBCHOA Board. Any concerns about unethical behaviour should be reported to the CBCHOA Chairman.

You are being compliant when you:

- Conform to all legislation, Company policies and procedures
- Full fill all obligations expected of you

ACCOUNTABILITY AND RESPONSIBILITY

Definition: Accountability is about fulfilling one's responsibility as a CBCHOA employee to colleagues, stakeholders, and the broader local, national and international community. Employees are expected to understand their role within CBCHOA as an organisation and to take personal and professional responsibility for their actions. They are also expected to access sufficient information and ensure that they have the understanding, competence, knowledge and resources to discharge their duties in a responsible manner.

Employees must not engage in activities that may potentially bring CBCHOA into disrepute, where it can be reasonably assumed that CBCHOA will be impeded from fulfilling strategic or financial goals as a direct result of their actions. Thus responsibility is defined as an obligation that arises from tasks we assume, to accept the consequences arising from the results of our decisions, actions, or inactions. Accountability refers to being answerable and culpable for an outcome. Responsibility means being able to answer for one's conduct and performance.

We will at all times, comply with both the letter and the spirit of the laws of the country and internal policies of CBCHOA. We will be accountable and responsible for our own actions. This will increase our sense of ownership and empowerment within CBCHOA. We will avoid conflict between the interests of CBCHOA and our individual interests. Examples of such behaviour are holding a second job (moonlighting) without written permission, establishing close relationships with suppliers and/or customers.

You are being accountable and responsible when:

- You are willing to take responsibility for your actions and outcome
- You deliver what you promised to deliver
- You own up to shortcomings/mistakes and accept good and bad outcomes
- You take responsibility for your actions
- You honour obligations, expectations and requirements

CODE OF BUSINESS CONDUCT

Estate Manager and Supervisors will ensure that all employees under his/her control will receive a copy of the Code which will also form part of their training and induction and ensure that all standards and procedures will comply with this code and that it is communicated to all affected employees.

Employees must commit themselves to reading the code and familiarise themselves with the contents, abide by the standards embodied in the code, seek advice and information when needed and learn the details of policies and procedures pertaining to their work. Any violations to the Code must be reported to the CBCHOA Chairman.

DEALING WITH PEOPLE

Respect for the individual

CBCHOA will provide a work environment that is free from discrimination; employees will have respect for the individual's rights, dignity, aspiration, interest and will comply with applicable human rights legislation.

Never

- Engage in behaviour that could be characterized as offensive, intimidating, malicious or insulting
- Engage in sexual harassment i.e. unwelcome sexual advances, requests for sexual favours, physical contact or repeated sexual suggestions.
- Engage in any form of harassment with the intent or effect of creating a hostile or intimidating work environment, including one in which employees may be driven to engage in inappropriate work practices in order to 'fit in' and/or unreasonably interfering with an individual's work performance that affects an individual's employment opportunity.
- Humiliate, denigrate or injure another person.
- Make racial, ethnic, religious, age-related, or sexual jokes or insults.
- Distribute or display offensive material, including inappropriate pictures or cartoons.
- Misuse personal information.
- Spread malicious rumours or use voicemail, e-mail or other electronic devices to transmit derogatory or discriminatory information.

Equal opportunities

CBCHOA supports personal growth and continuous learning for all its employees and will ensure equal opportunity for all employees without unlawful discrimination. The individual rights and dignity of each employee are respected and the work environment is free from conduct of an abusive nature. Employees may not hinder the affirmative action process and efforts to redress the imbalances of the past.

Sexual harassment

CBCHOA prohibits sexual harassment of employees in any form and any form of sexual harassment may result in serious disciplinary action. It involves sexual solicitation, physical advances, verbal or nonverbal conduct that is of a sexual nature occurring in connection with professional activities or roles that is either unwelcome, offensive or creates a hostile workplace environment - where it is consistent of a single intense or severe act or multiple persistent or pervasive acts and perceived as harassment to a reasonable person in the context. Sexual harassment in any form is strictly prohibited.

Privacy of personal information

The personal information of employees will be kept confidential and access and knowledge of employee records will be limited to people in the Company who need the information for legitimate business or legal purposes.

- Access to personal data is strictly limited to Company personnel who have appropriate authorisation and a clear business need for that information. If you do not have authorisation or a valid business reason, do not seek access to this information.
- Those with access to personal employee data must only use it for the purpose for which it was collected and adhere to the highest standards of confidentiality in using it.
- Never provide personal employee data to anyone inside or outside of CBCHOA without proper authorisation.
- Personal data must not be held longer than necessary to meet the legal or business reason for which authorisation was given.
- There may be legal restrictions on moving personal data outside the country of origin – you must always seek advice from the Company before doing so.

Conflict of interests

Employees will not take part in any activity that is not in the exclusive interest of CBCHOA. These include interests (financial or otherwise) inside as well as outside of the workplace. Employees should avoid the development of any relationships or participation in any transaction involving a possible conflict, or appearance of conflict, between the interest of the CBCHOA and the personal interest of the employee.

Employees should not accept loans from any persons or entities having or seeking business from CBCHOA except recognised financial institutions at normal interest rates for individual borrowers prevailing at the time of borrowing. CBCHOA's business relationship with financial institutions is not to be utilised to influence, in any way, personal loans to employees. Outside employment and affiliations can create conflicts of interest.

Examples include:

- Having a second job
- Performing services
- Serving as a consultant
- Holding a financial interest

The activities of close relatives sometimes can create conflicts of interest too. If you learn that a 'close relative' works or performs services for a competitor, customer or supplier, you must promptly notify the Chairman to determine if action is required. A relative should not have any business dealings with you, with anyone working in department or with anyone who reports to you.

Never invest in a supplier, if you have any involvement in the selection or assessment of or negotiations with the supplier or if you supervise anyone who has such responsibility. Never invest in a customer, if you are responsible for dealings with that customer or supervise anyone with such responsibility.

Communication

Communication with one another, suppliers, the community and customers (regardless of level and position), will always be professional and courteous to lead to higher levels of productivity, thus resulting in better outcomes for CBCHOA and improve the services for its customers. CBCHOA is committed to listen to customers and suppliers

and resolve disagreements through a healthy debate. Refer to the Electronic Communication Policy for further guidance.

Health and safety in the workplace environment

CBCHOA will provide a safe and healthy work environment and will comply with applicable legislation relating to occupational health, safety and environmental issues. Employees are adequately trained for their areas of responsibility and will be supplied with safety and health protective equipment where applicable. Estate Manager will regularly inspect safety and health practices throughout the Company.

- Comply with the requirements of the SHEQ management system at your working location including the use of relevant policies, instructions, procedures and processes
- Stop any work that becomes unsafe
- Only undertake work for which you are trained, competent, medically fit and alert to carry out
- Make sure you know what to do if an emergency occurs at your place of work
- Help ensure that those who work with you - employees, contractors and third parties to act consistently with CBCHOA's SHEQ commitments.
- Promptly report to management any accident, injury, illness, unsafe or unhealthy condition, incident, spill or release of material to the environment, so that steps can be taken to correct, prevent or control those conditions immediately. Never assume that someone else will report a risk or concern.
- Seek advice and help if you are unclear about your SHEQ obligations or if you have a concern about a potential or actual breach of SHEQ law or a CBCHOA SHEQ requirement

Never

- Undertake work when your performance is impaired by alcohol, drugs, legal or illegal, prescribed or otherwise
- Possess, use or transfer illegal drugs or other substances on Company premises
- Use threats, intimidation or other violence at work, bring weapons – including those carried for sporting purposes – onto CBCHOA's premises.

Environmental management

CBCHOA accepts its responsibility towards the environment and is committed to continuously improve the environmental management system. CBCHOA is committed to comply with ISO standards. This entails complying with responsible relevant environmental legislation, prevention of pollution and the protection of the environment in an economical manner. All employees share the responsibility to protect the natural and cultural resources and are trained to employ environmentally best practices in the performances of their duties.

You must also play your part within your area of work:

- Take responsibility for ensuring that our operations meet applicable government and Company standards, whichever are more stringent.
- Safely handle, transport and arrange for the disposal of raw materials, products and wastes in an environmentally responsible manner.
- Promptly report any breaches of SHEQ laws or CBCHOA's own SHEQ requirements.

Substance abuse

The misuse of drugs and alcohol, both legal and illegal, while on Company premises or while conducting CBCHOA business is prohibited.

Threats and violence in the workplace

Physical violence or any perceived threat of violence shall be dealt with severely and in accordance with the disciplinary code. The unauthorised possession of any weapon or implement that might be used as a weapon is strictly prohibited.

Industrial relations

CBCHOA is committed to the creation and maintenance of a working environment where employees are encouraged to participate in decisions that affect their working environment. CBCHOA promotes the existence of a sound relationship between management, employees and employee interest groups; the achievement of corporate goals and long-term stability; an effective and meaningful bargaining process, a stable yet responsive industrial

relations system and meaningful open communication through the employee representative council on issues affecting employees.

SAFEGUARDING ASSETS

Company funds and property

Management, as well as the entire workforce, is responsible for the safeguarding and the proper and efficient use of Company funds and property. Theft and fraud will not be tolerated and will be dealt with according to CBCHOA's disciplinary code.

Confidential information

Employees are responsible for ensuring that proprietary information is protected from theft, unauthorised disclosure, or inappropriate use.

Company records

Company records should be accurate and complete and are critical in meeting CBCHOA's financial, legal and managerial obligations as well as in fulfilling our obligations to customers, suppliers, employees and others. CBCHOA is obliged to retain records according to legal requirements on our file retention system. Records should only be disclosed when authorised by the Company or in response to legal requirements.

Financial reporting

Every accounting or financial record, as well as the underlying supporting data, shall be accurate and complete, to ensure the acceptable records for accounting, financial and other systems. CBCHOA's accounting, financial and other systems shall provide accurate and timely reporting of transactions involving Company assets.

Copyright

CBCHOA shall enforce copyright laws and shall not reproduce, distribute or alter copyrighted materials from literature, computer software, or play visual or audio recordings thereof without permission of the copyrighted owners or their authorised agents.

- Do not bring to CBCHOA or use any confidential information, including computer records, from prior employers.
- Seek advice from the CBCHOA's Chairman when assigning work to a new employee if there is a risk that the employee might use protected information from a prior employer.
- Do not load any unlicensed software on any CBCHOA computer.
- Do not accept or use anyone else's confidential information except under an agreement approved by CBCHOA's legal advisors.
- Only copy documents and materials (including computer software) that are not copyrighted (for example, a government report) or when you have specific permission to do so.
- Do not use copyrighted materials or third-party trademarks (for example, portions of audio, video and off-the-internet or off-the-air recordings) in materials you are producing (including internet or intranet web sites) without specific permission from the copyright owner. Consult the human resources department on whether 'fair use' may allow the use of brief excerpts.
- You are, of course, free to gather competitor information from legitimate public sources.

BUSINESS RELATIONS

Customers

CBCHOA employees will contribute and apply sound judgement in deciding which would be the most ethical means in dealing with any given situation. Business will be conducted in complete honesty, integrity and open communication. CBCHOA employees will compete vigorously, honestly and effectively, but always fairly.

Competitors

When in contact with competitors CBCHOA will strive to avoid discussing matters such as pricing, terms and conditions, costs, plans or any other proprietary information or confidential information.

Suppliers

We strive to build healthy working relations with our suppliers and select them on the basis of merit and value of their products and services, considering among other things, price, quality, delivery capability and reputation for service and integrity. Information proprietary to a supplier will be held in the strictest of confidence.

Government regulators

CBCHOA endeavours at all times to comply with all the Laws, Regulations, and by-laws applicable to our industry, and to support the constitution of South Africa.

Gifts and invitations

A gift is any item of value, e.g. discounts, loans, favourable terms on any product or service, services, prizes, transportation, use of another Company's vehicles, use of vacation facilities, stocks or other securities, participation in stock offerings, home improvements, tickets, and gift certificates.

The acceptance of kickbacks or any form of gratuity for services rendered or possible or possible orders to be awarded are not permitted under any circumstances and all cases of attempted inducement or offers of business-related perks will immediately be disclosed to CBCHOA Chairman.

Monetary Gifts/Commission

Seasonal or congratulatory gifts as well as the usual gifts for promotional purposes should only be accepted if offered on the relevant occasions and there is no reason to doubt the bona fides of the donor. Gifts of any other nature should generally be regarded as unacceptable and be politely declined. In parts of the world where gift-giving is a common practice and declining a gift could reflect badly on CBCHOA, it may be appropriate to accept a gift, even if it is relatively expensive – as long as doing so would not violate any laws or discredit CBCHOA in any way, the gift is unsolicited and not offered to influence your judgement. Such gifts must be declared as per CBCHOA's standard instructions dealing with gifts.

Invitations

Invitations from customers or suppliers as a courtesy extended during the normal course of business may be accepted provided authorization has been obtained in writing by the CBCHOA Chairman and provided this is not being offered to influence your business decisions and should be in the interest of CBCHOA. Invitations for inland trips where expenses are paid partially or full pay the host should be declined and may only be accepted with the prior approval of the CBCHOA Board. The acceptance of invitations for trips outside the country's boundaries is totally prohibited under any circumstance.

Favours/Bribes

CBCHOA does not buy business – we obtain it from the merits of our services. An employee may never accept any offer, which may constitute bribery or offer bribes in any form.

General

Apply sound discretion when considering the acceptance of gifts/invitations, because business ethics are of the greatest importance to our Company.

COMPETITION

Competition laws

It is CBCHOA policy to comply with competition laws, not only in South Africa, but also throughout the world. Employees may not make agreements or reach understanding with competitors that are not in the interest of CBCHOA.

Information about competitors

Information about competitors should be gathered legally and ethically in order to broaden CBCHOA's knowledge of the marketplace and to help us understand and meet customer needs. Proprietary information about competitors should never be obtained – directly or indirectly – by improper means which could lead to substantial monetary damages and criminal penalties.

Community support

CBCHOA encourages its employees to participate in community activities and there should be no conflict of interest between employees' employment and their duties in community affairs. CBCHOA as a Company participates in various social upliftment activities which fit within its broader macro-economic policy.

Political activities

Political participation by employees as part of their normal involvement in community affairs is quite acceptable. However, employees should exercise caution and be alert for any real or potential conflict of interest between their official duties and issues that are raised as part of their participation in any political activity. Any potential conflict needs to be resolved quickly through discussion with the individual's superior.

Workplace facilities must not be used for the purposes of political campaigns or canvassing. CBCHOA will not make any contributions to political candidates or parties.

- Do not use Company time, property or equipment to carry out or support your personal political activities. In short, engage in the political process in your own time and with your own resources
- Always make clear that your views and actions are your own and not CBCHOA's.
- If you plan to seek or accept a public office, notify CBCHOA Chairman in advance. You should discuss whether your official duties might affect your work and be clear on what grounds you would be able to participate or not. Such permission must be in writing to avoid misunderstanding.

CBCHOA Fraud prevention and Ethics Committee – terms of reference.

The Board undertakes to obtain the services (if necessary) of a fraud prevention organisation to carry out investigations of unethical conduct and playing a leading role when incidents of fraud and corruption have occurred within CBCHOA, thereby allowing more transparency in the investigation process.

The Board is responsible for addressing investigations of unethical conduct relating to CBCHOA employees. Matters relating to the Board members are to be reported to CBCHOA Chairman.

The purpose of the Board is to:

- Provide a forum for consideration of unethical issues relating to all facets of CBCHOA's operations;
- Consider the issues brought to the Board members from various sources within CBCHOA;
- Keep abreast of ethical debate in all areas relevant to CBCHOA's activities; and
- Advise members on ways of raising the level of awareness of ethical issues within CBCHOA.

The Board may co-opt internal or external persons with the appropriate skills, knowledge and experience to guide the Board on various subjects from time to time.

The Board has the following duties:

- have access to all information received through the Chairman as an ethics hotline.
- a mandate to decide on a course of investigation or action to be taken for serious offences.
- receive final reports once an investigation is complete.
- resolve allegations of unethical conduct, the Board shall develop a report of its findings which shall include:
 - a summary of the alleged action, the findings and a recommendation of what action should be taken.
- in resolving a case, the Board may dismiss it or recommend that it be resolved with a reprimand or a formal disciplinary hearing according to the CBCHOA Disciplinary Procedures.
- the Board members will use reasonable skill and care in the compilation of their recommendations.
- all recommendations will be made in good faith and on the basis of information available at the time. Every effort will be made to promote fairness, equitability and transparency when recommendations are made by the Board.
- if significant new evidence of unethical conduct comes to the attention of the Board after a matter has been closed, the investigation may be reopened and acted upon.

- in its deliberations and communication of recommendations, the Board members shall comply with policies for preserving confidential information, and should refrain from discussing any matter before the Board outside of the established process.

HELP! Where to go? If you have a question or concern about an ethical issue, where should you go? You may also get help or advice from CBCHOA Board via the Chairman regarding a legal or business conduct issue.

CHAIRMAN CBCHOA _____

DATED: _____