

CAFIID Code of Ethics
for Members of CAFIID Committees

Members of CAFIID Committees are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the Committees. Committee Members pledge to accept this code as a minimum guideline for ethical conduct.

Duties and Responsibilities:

Assist CAFIID in achieving its objectives and goals by:

- Attending meetings, reviewing materials, and participating in planning and decision-making;
- Representing the broader interests of the organization, members and external stakeholders;
- Serving on working groups and taking on special assignments, as needed;
- Develop, administer and advocate policies and procedures that foster fair, consistent and equitable treatment for all;
- Supporting decisions of the Steering Committee, even if one's own view is a minority one; and
- Advocating for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks.

The members of Committees are committed to respectful and effective decision-making.

Toward this end Committee members will:

- Act with honesty and integrity;
- Treat people with dignity, respect and compassion to foster a trusting work environment free of harassment, intimidation, and unlawful discrimination;
- Be balanced and respectful in one's effort to understand other Steering Committee members and to make oneself understood;
- Refrain from trying to influence other Committee members outside of Committee meetings that might have the effect of creating factions and limiting free and open discussion;
- Not disclose or discuss differences of opinion on the Committee with those who are not on the Committee. The Committee should communicate externally with "one voice";
- Respect the confidentiality of member data and information on sensitive issues;
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest;
- Exercise authority as a Committee Member only when acting in a meeting with the full Committee or as delegated by the Committee;
- Observe the rules of procedure;
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization; and
- Avoid acting in a way that represents a conflict of interest between my position as a Committee member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position for the advantage of my family, friends and business associates. If such a conflict does arise, I will declare that conflict before the Committee and refrain from voting on matters in which I have conflict. The non-conflicted members may ask the conflicted party(ies) to recuse themselves from the discussion.

