

## WCBC CODE OF CONDUCT

### Wyoming County Business Center, Inc (“WCBC”)

#### PURPOSE -

All WCBC Professionals, (board members and staff), are required to exercise the highest ethical standards of conduct and practice fundamental honesty at all times. Board members and staff are expected to dedicate themselves to carrying out the mission of this organization, and acting with the highest standards of conduct, shall do the following:

#### 1. POLICY NAME – Code of Conduct Policy

Board members and staff shall:

- Fulfil the fiduciary duty of board members and staff. Three key duties come into play - duty of loyalty, duty of obedience and duty of diligence or care.
- Act reasonably, honestly, prudently, in good faith and with a view to the best interest of the organization and its members. Do not use one’s position within the organization to further private interest.
- Comply with the organization’s Code of Ethics, and to ensure that staff, committees and members of the organization do as well. No employee, officer, director, or agent with a real or apparent conflict of interest can participate in the selection, award, or administration of any contract including those supported by Federal funds.
- Accept as a personal duty to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness when representing the organization.
- Take actions that will preserve the integrity and reputation of the organization. This includes avoiding any criminal, infamous, dishonest, immoral or notoriously disgraceful conduct or conduct that is prejudicial to the organization.
- Maintain the confidentiality of any information regarding the affairs of the organization or its members.
- Follow the organization’s Conflict of Interest Policy. A conflict of interest is when an employee, officer, director or agent, or any member of their immediate family, their partner, or an organization which employs or is about to employ any of these people, has a financial or other substantial interest in the firm selected for an award.
- Adhere to the organizations Procurement Policy when procuring property or services to carry out the activities of the organization.
- When procuring property or services through a federal award with federal funds, comply the procurement standards under the Federal Uniform Grants Guidance.
- Ensure all purchasing decisions are made in the best interests of the organization and its related funders.
- Follow organization’s policies regarding the acceptance of gifts, entertainment, or favours of any kind.
- Avoid granting organization services to an elected official, employees or immediate family, which are more favorable than what is provided under specific policy.
- Only use organization’s property for official, approved organization activities unless otherwise approved by the board.

- Not deceive, defraud, mislead in any way, board members, officers, staff, supervisors, managers or associates with whom the WCBC has business or other relations.
- Not misrepresent the WCBC in any negotiations, dealings or contracts or agreements.

**2. Application:**

- Failure to comply with the Code of Conduct will result in disciplinary action that may include removal from the board or termination of employment.

**3. Procedures and Accountabilities:**

- All board members and staff who become aware of violations of this policy are to notify the Chair of the Board.
- Once aware, the Chair must follow the procedures outlined in the organization's Conflict of Interest Policy.

**4. Amendments:**

- This policy may be amended by the board