

Bridle Estates Homeowners' Association
Board of Directors Code of Ethics Policy
Approved March 28, 2023

A code of ethics policy is a way to align how everyone in our organization conducts business. That way, we're all on the same page regarding what is legally right, morally best, and healthiest for everyone involved.

Bridle Estates Homeowners Association is a volunteer board where members serve freely, asking only for respect, understanding, and support. The members are looking for a supportive environment where they can work hard, contribute and feel good doing it. This Policy is to ensure we have a way to govern to achieve these goals.

This policy has been created to help guide Board Members in communicating behavior expectations to their fellow Board Members, Vendors, and Homeowners in a clear and tactful manner.

Our code of ethics policy addresses the following key attributes:

1. Respect
2. Integrity, Honesty, and Confidentiality
3. Conflict of Interest
4. Accountability
5. Teamwork

Respect

Respect is treating people like you want to be treated. For example, giving your fellow Board Members, Vendors, and Homeowners personal space, taking note of their personal boundaries, demonstrating empathy, and showing kindness are all signs of respect.

At Bridle Estates Homeowners' Association, we expect everyone to always treat others with respect - even in the face of workplace disagreements. While we don't need to agree with others we need to hear and respect their comments and position. We need to strive to understand and compromise where necessary and finally, respect the majority's opinion once all sides are given the chance to put forward their individual positions.

Integrity, Honesty and Confidentiality

Integrity refers to being honest, trustworthy, and reliable. Board Members with integrity act in accordance with their words (i.e.) they practice what they preach and own up to their mistakes, as opposed to hiding them, blaming their team, or making excuses.

Being honest and having integrity are two values that are deeply important. When we are honest, other people will trust and rely on us. It's important to also have honesty with ourselves and stay true to our own values and beliefs. When we have integrity, we stand up for what we believe is right.

High-integrity people are dependable, honest, and trustworthy. In organizations with high integrity, people support one another to fulfill their organization's overarching mission by sharing time, resources, constructive feedback, and advice.

Board members are responsible for protecting the Association's confidential information. There are certain details that only Board members are privy to. That means we should never discuss these matters beyond our board meetings.

Confidential information includes, without limitation:

- Private or personal information about any homeowner such as fees account, financial and medical information
- Homeowner violation reports and violation history
- Legal matters
- Passwords for Board email accounts and other electronic data storage
- Bridle Estates Homeowners' Association bank account information

Conflict of Interest

At Bridle Estates Homeowners Association, we define a conflict of interest as any personal activity that doesn't align with the community's values, best interest or goals.

Accountability

Board Members must follow through on commitments and make sure others do the same. Act with a clear sense of ownership. Take personal responsibility for decisions, actions, and failures. Establish clear responsibilities and processes for monitoring/execution of work and measuring results.

Teamwork

We expect all Board Members to act as team players. This looks like this:

- Working well together
- Communicating effectively and proactively
- Holding your team members accountable
- Helping fix mistakes, meet deadlines, or get the project done
- Being open to other's ideas and feedback