



Code of Ethics

ETHICS. The members of this Association shall subscribe to the following Code of Ethics:

- a. Members shall conduct business affairs with professionalism and skill.
- b. To keep honesty as our guiding policy.
- c. All housing shall be built to meet or exceed the minimum standards of the industry as defined by state and local codes.
- d. Members shall comply with both the spirit and letter of business contracts.
- e. Members shall not obtain any business through fraudulent means, knowing acts of omission, or by use of implications unwarranted by factor reasonable probability.
- f. Members shall not perform or cause to be performed any act which could reflect discredit or disrepute any part of the building industry and/or the Association.
- g. Members obtaining construction payouts shall promptly pay creditors and not use the funds for other purposes.
- h. Members shall support and abide by the decisions of the Board of Directors in promoting and enforcing this Code of Ethics.
- i. Members shall refrain from any harmful activity during general membership meetings and/or committee meetings, otherwise the proper authorities will be notified and they may escort the member off of the premises.

Members assume the responsibilities of the Code of Ethics freely and solemnly, and are mindful that these responsibilities are a part of their obligation as members of the St. Croix Valley Home Builders Association.

ENFORCEMENT. The Ethics Committee, consisting of the current president, past president, vice president, and secretary/treasurer, shall be responsible for enforcing the Code of Ethics. In enforcing the code, the Ethics Committee shall follow the most current Guidelines for Handling Complaints as established and approved by the Board of Directors. Such Guidelines may be amended by a majority vote of the Board of Directors.

COURSE OF ACTION. Upon review and recommendation of the Ethics Committee that disciplinary action of a member may be required as related to the Code of Ethics, the Board of Directors may, at their sole discretion:

- a. Send a letter of warning to the member
- b. Immediately suspend the member
- c. Immediately remove the member from the Association's membership roster
- d. Or take other action it deems just and equitable.

APPEAL. Any member who has been the subject of the disciplinary action as related to the Code of Ethics has the right to appeal to the Board of Directors. The disciplinary action will take effect immediately and will not be stayed pending approval. The appeal process is defined in the Guidelines for Handling Complaints.

June 2001

Revised June 2009