

BACC Member Code of Professional Conduct

1. Purpose

This Code of Conduct establishes the standards of ethical behavior and professionalism expected of all members. It is designed to promote integrity, respect, and collaboration within the chamber and the broader community.

2. Integrity and Ethical Business Practices

Members shall:

- Conduct business with honesty, transparency, and accountability
 - Comply with all applicable laws, regulations, and industry standards
 - Avoid deceptive, fraudulent, or unethical practices
 - Honor commitments, contracts, and agreements
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3. Professionalism

Members are expected to:

- Represent their businesses and the chamber in a professional manner
 - Communicate respectfully and constructively
 - Maintain high standards of service, quality, and reliability
 - Dress and behave appropriately at chamber events and functions
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4. Respect and Inclusivity

Members shall:

- Treat all individuals with dignity and respect
 - Foster an inclusive environment free from discrimination, harassment, or intimidation
 - Value diversity in backgrounds, perspectives, and experiences
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5. Collaboration and Fair Competition

Members agree to:

- Support fellow members and encourage collaboration
 - Engage in fair competition and refrain from disparaging others
 - Avoid conflicts of interest or disclose them when they arise
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6. Community Responsibility

Members are encouraged to:

- Contribute positively to the local community
 - Support civic initiatives and economic development efforts
 - Act as ambassadors for the chamber and the community
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7. Confidentiality

Members shall:

- Respect confidential or proprietary information shared within the chamber
 - Not misuse member directories or contact information for unsolicited or inappropriate purposes
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8. Responsible Use of Chamber Resources

Members agree to:

- Use chamber platforms, events, and communications appropriately
 - Avoid misuse of chamber branding, logos, or endorsements
 - Refrain from disruptive or self-serving behavior at events
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9. Reporting Mechanisms

To maintain accountability and trust, the chamber provides the following reporting options:

- **Who Can Report:** Any member, staff, volunteer, or event participant
- **How to Report:**

- Submit a written complaint via email or designated online form
- Report directly to chamber President
- Anonymous reports may be accepted where permitted by policy
- **Required Information (if possible):**
 - Description of the incident or concern
 - Date, time, and location
 - Names of individuals involved and any witnesses
 - Supporting documentation or evidence

All reports will be handled as confidentially as possible, consistent with a fair and thorough review.

10. Review and Investigation Process

- All complaints will be acknowledged promptly by the BACC President and shared with the Board of Directors
 - A written synopsis of the complaint will be sent to the BACC Member, who will be given an opportunity to respond or rectify the situation
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11. Enforcement and Disciplinary Actions

If a violation is confirmed, the chamber may take appropriate action, including:

- Verbal or written warning
- Suspension of membership privileges or event participation
- Removal from leadership roles or committees
- Termination of chamber membership

Disciplinary actions will be proportionate to the severity and frequency of the violation.

12. Appeals Process

- Members may submit a written appeal within a specified timeframe (e.g., 14–30 days)
- Appeals will be reviewed by a separate committee or board not involved in the original decision
- The decision on appeal will be final

13. Non-Retaliation

- Retaliation against any individual who reports a concern in good faith is strictly prohibited
- Any act of retaliation will be treated as a separate violation of this Code

14. Commitment

By maintaining membership, individuals and organizations agree to uphold this Code of Conduct and cooperate fully with any review or investigation process.

If you want, I can tighten this into a one-page policy, add legal-style language, or customize it to match your chamber's bylaws and governance structure.