

# Code of Conduct



## This Is How We Work Together on the **CONDO NAME** Condominium Board

We want to make the best decisions for our Condominium for all Owners. I will treat all Owners, Contractors and other with respect. At all times I will make decisions that are best for the Condominium Corporation, even if the decision is not in my own self-interest. At Board meetings, I promise not to use profanity or yell. I will listen to other points of view respectfully and ask questions to ensure I understand others before I present my own point of view.

**Honesty and Good Faith** – I will act honestly and in good faith. I will do nothing to violate the trust of the Owners I serve.

**Care, Diligence and Skill** – I will exercise the degree of care, diligence and skill of a reasonably prudent person in comparable circumstances. I will make a concerted effort to attend all Board and Owner's meetings. I will act responsibly and with due diligence to become familiar with the affairs of the Corporation and to uphold its Plans, By-Laws, Rules, Resolutions, Policies, Agreements and Requirements of the Condominium Property Act and other legislation.

**Conflict of Interest** – I am not currently aware of any actual or potential conflict of interest with respect to any contract, transaction, building deficiency claim, warranty claim, legal action, proceedings or any matter detrimental to the Corporation. If I become aware of any conflict, I will immediately disclose it to the Board. I will not promote my own interests or those of any Owner, resident, family member, friend or contractor to the detriment of the Corporation. I will not seek any special benefits or privileges as a Director or Officer or accept any compensation either personally or on behalf of any other person. I will act only in the best interests of the Condominium Corporation as a whole and I will not favour the interests of any individual or group of Owners or residents.

**Confidentiality Good Conduct** – At all times, I will conduct myself in a professional and businesslike manner at meetings of Directors or Owners. I will approach all Board issues with an open mind, preparing to make the best decisions on behalf of the Corporation. I will act ethically with integrity and in accordance with legal criteria. I will comply with rules of good conduct and will deal with others in a respectful manner. I will comply with principles of good governance and procedural rules of order. I will must protect the confidentiality of any information received by the Board. They must make sure all confidential information is only used as authorized. Board Members must not use Board information for his/her personal advantage or benefit. I will not disclose to any person information decided by the Board to be confidential or privileged or which reasonably ought to be deemed confidential. When in doubt, I will request determination by a resolution of the Board.

**Support** – I understand that all Board members are expected to speak their mind on all issues that come before the Board and are expected to vote their conscience. I may even request my name be recorded in the minutes as being opposed to a motion. However, in public I will support all decisions on the Board.

**Defamation** – I will not make erroneous or defamatory statements about the Corporation or any Owner, resident, director, officer, manager, staff or contractor of the Corporation.

**Minimize Conflict** – I will attempt to prevent or minimize conflict and disruption and will promote good relations amongst persons involved in our Condominium Community. I will promote a first-class image for our Corporation, its units, Owners and residents.

**Education** – Recognizing that governance of a Condominium Corporation involves complex and changing requirements, I will continue to educate myself by taking courses, attending education events and reading relevant articles. I will support attendance by one or more Board members at educational events.

**Enforcement** – If, in the opinion of a majority of the Board, I am found in conflict with this code, I will resign immediately.

\_\_\_\_\_  
Signature of Board Member

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Date

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Condo Owners Forum Society of Alberta  
**Supporting Better Living for all Alberta Condo Communities**  
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PO Box 31052 BRIDGELAND, 112-4 St NE, Calgary, AB, T2E 9A3

<https://cofsab.ca>    [info@cofsab.ca](mailto:info@cofsab.ca)    Alberta Society #5020908306