



Hickory Hills Landowners, Inc. Code of Conduct

A Code of Conduct should provide general guidance on how to carry out our daily activities in accordance with our purpose and values, as well as in compliance with legal requirements and the spirit of applicable ethical principles.

This should include all officers, directors, employees, committee chairs, and all volunteers should be held equally to a high standard.

Professional Conduct:

We are honest: What we say is true, forthcoming and not just technically correct. We are open and transparent in our communications with each other and about our performance.

We are trustworthy: We keep our commitments to each other and to our stakeholders. We do the right thing without compromise. We avoid even the appearance of impropriety.

We treat others with respect: We value everyone's contributions and listen to their point of view. We maintain fairness in all relationships.

We are courageous: We speak up for what is right in a constructive manner. We report wrongdoing when we see it to the appropriate authority.

We use good judgment We think before we act. We use our mission statement, and ethical principles to guide our decisions and behavior.

We are responsible: We accept the consequences of our actions. We admit our mistakes and quickly act to correct them. We don't retaliate.

Encourage the behavior you want to see in the world
Fostering a welcoming environment will help our community grow.

We are environmentally conscious: We help conserve and protect the natural resources around us and promote this understanding within our community.

Protecting Corporate Reputation

Assume at all times, if you are a Board member, officer, employee, or chair, first and foremost you are representing the corporation. When expressing personal opinions about issues relevant to the corporation or any of its entities, in social media, email or articles in online or print publications, you must clearly state that opinions expressed are yours alone and do not represent HHL or its various entities. If a response in this situation is required by HHL (or any of its entities), such response (verbal, written, etc...) shall be approved by the Board of Directors.

As such, we will

- Only engage in a manner that promotes the values of the corporation
- Strive to provide the highest quality of service
- Avoid activities that are immoral, unsafe, illegal or potentially harmful to the corporation
- Refrain from providing false or misleading information about the corporation
- Represent the corporation's position only when authorized by the Board to do so.

Protecting Corporate Assets

The corporation has many assets: from the dam itself, to our beaches, office building, lots, racks, boats, docks, islands, land, hiking trails, the lake itself, and our most important assets are our volunteers. We want to encourage all leaders whether Board members, officer, employee, or committee chair to be responsible and to immediately report any property or assets that are being incorrectly used, misused, broken or stolen. In addition, we should protect all confidential information about employees, volunteers, residents, donors, contracts while in our possession or knowledge.

Leadership

Leaders are role models. HHL leaders include all Board members, officers, and committee chairs. As a leader, you have the responsibility to:

- Inspire excellence
- Celebrate achievement
- Create an environment of trust where diverse opinions are respected and explored.
- Maintain policies and ethical principles.
- Respond swiftly and appropriately to activities that are illegal or violate our policies and ethical principles.