



AZCREW Code of Conduct

Mission:

AZCREW's mission is to influence the success of the commercial real estate industry by advancing the achievements of women.

Preface:

AZCREW membership is a privilege. AZCREW members represent the organization in not only their professions, but also at AZCREW sanctioned or sponsored activities. The Code of Conduct serves as a guide for expected behavior of all AZCREW members, including committee chairs and board members. Failure to uphold the Code of Conduct could result in revocation of membership.

ALL MEMBERS MUST:

- Recognize that one of the primary functions of AZCREW is to serve the best interests of our organization.
- Conduct the affairs of the organization with professional competence, fairness, impartiality, efficiency and effectiveness.
- Maintain the highest standards of personal and professional integrity, honesty and fortitude.
- Represent AZCREW with professionalism and exemplary behavior in all public activities so as to inspire and promote public confidence and trust in AZCREW.
- Respect individual differences of age, sex, race, national origin, religion, disability, citizenship, sexual orientation, and other personal characteristics.
- Refrain from all forms of discrimination, fraud and mismanagement of resources. Be thorough and objective in the use of facts and information.
- Strive continuously to grow in knowledge and skills, be alert and receptive to new ideas, share knowledge with and contribute to the professional growth of colleagues, and make a commitment to the advancement of the profession.
- Ensure that undue personal gain is not made from the performance of official duties and that personal acts do not conflict with the conduct of professional duties.
- Approach organization and operational duties with a positive attitude and compassion, and foster open communication and creativity to AZCREW.
- Respect and protect privileged information.

Reporting Violations:

Reasonable care should be taken to ensure allegations are factual and not hearsay. All suspected misconduct should be put in writing and a written record of the alleged occurrence be provided to either a Board Member or member of the Ethics Committee.

The Board or Ethics Committee will determine if the violation warrants an investigation. If an investigation is deemed necessary, all precautions will be taken to ensure matters are handled as discreetly as possible. However, confidentiality is not guaranteed.

As leaders of AZCREW, any committee chairs or board members witnessing misconduct are expected to reasonably intervene, if practicable, so that the misconduct is ceased immediately and provide a factual written account of the incident to the Board and/or Ethics Committee. Failure to do so could result in disciplinary action as determined by the Board and/or Ethics Committee.

Remediation

AZCREW's vitality and growth depends on its ability to attract and retain quality professionals; therefore, AZCREW takes its Code of Conduct seriously. Any violation of the Code of Conduct, as determined by the Board, could result in, but is not limited to, any one or more of the following remedies:

- Removal, when practicable, by Board members in attendance, of offending party from event in which offense occurs, as well as barring offending party from subsequent events or activities;
- Cancellation of membership without refund of membership dues;
- Suspension of membership for balance of the year in which the incident occurred;
- Suspension of membership for current year and upcoming year;
- Banned from becoming a future member;
- Any other remedies agreed upon by AZCREW Ethics Committee.

Acknowledgement of and agreement to the above referenced AZCREW Code of Conduct is made upon a written and signed application to be a member of AZCREW.