



# KEYPORT GARDEN CLUB

## CODE OF CONDUCT

"Principles, values, standards, and/or rules of behavior that guide the decisions and procedures and systems of The Keyport Garden Club ("KGC") in a way that (a) contributes to the welfare of its members, and (b) respects the rights of all constituents affected by its operations."

**Rule 1. Respect & Integrity** Members shall respect the integrity and dignity of all KGC members. Members are committed to making the KGC a more inclusive organization based on mutual respect.

**Rule 2. Representation** A member's character and actions reflect the KGC's reputation. A member shall not behave in a manner that adversely affects the reputation of the KGC at any events, sponsored by the KGC.

**Rule 3. Confidentiality** A member shall not share or disclose any private or personal information about KGC members to nonmembers, outside agencies, or commercial enterprises in any form, by means of written, electronic, social media, or oral communication.

### Members have a right to:

1. Be treated fairly, equally and with respect by the KGC, its Board of Trustees and other members.
2. Socialize in an environment free from all forms of harassment and discrimination as defined by Federal, State and Local Laws.
3. Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is specifically provided in accordance with KGC Bylaws, Code of Conduct, Club President (or designated representative) approval, and affected member approval.
4. Be informed and actively involved in all KGC events and offerings.
5. Voice their opinions, requirements, and suggestions to the Board of Trustees, without fear of reprisal.

### Members must:

1. Treat other members, guests, staff of venues and other patrons (where a social KGC function is being held) fairly, equally and with respect and courtesy.
2. Immediately before, during and immediately after any event sponsored by the KGC, behave legally, responsibly and conduct themselves in a manner which will not harm, cause embarrassment to or injure the reputation of the KGC, its events, organizers, participants, or sponsors. Irresponsible and/or illegal behavior includes but not limited to reckless driving and driving while under the influence.
3. Only publicize videos, pictures, calendars, and other media that are tasteful and uphold the integrity and dignity of the KGC membership, as determined by the Board of Trustees or its designee.
4. Not physically or verbally harass other members.
5. Report any inappropriate behavior of a member to the Board of Directors of the KGC for action and follow up.
6. Abide by and uphold the By-Laws and Code of Conduct of the KGC.
7. Notify the Board of Directors of any changes to address or other information.

### Breaches of this Code of Conduct:

1. Any member not behaving in accordance with the terms of the Code of Conduct at an event sponsored by the KGC may be asked to leave the function and will not be entitled to a refund of any monies paid, including membership fees.
2. The inappropriate behavior of any members will be investigated and reviewed. Based on the results of the investigation an appropriate course of action will be taken by the Board of Trustees. Any action taken will only occur upon unanimous vote by the Board of Trustees.