

# Code of Conduct

## Wingham Chamber of Commerce Inc.



---

### Our Mission

*The Wingham Chamber of Commerce is a voluntary organisation dedicated to being a strong and effective advocate for the local business community.*

*We will be the voice of our members and work closely with all levels of government in representing the issues of importance to our members.*

---

As a Member of The Wingham Chamber of Commerce Inc. (WCoC), I/we recognise that membership is a privilege and that a membership brings with it the responsibility to assure that all members understand and commit to the following code of conduct.

The **code of conduct** shall, without limitation, require members and all participants of Chamber-sponsored programs to:

1. Understand, support and promote the Mission of the WCoC and cooperate with fellow members in the application of this Code of Conduct.
2. Abide by the Model Constitution and Guidelines for any applicable programs of the Chamber. They serve as the governing documents for all programs.
3. Conduct business and professional activities in a reputable manner to reflect honorably upon the business community and fellow Chamber members.
4. Respect the reputation, profile and status of the WCoC, and represent the Chamber accordingly.
5. Whenever reasonably possible, participate in the functions and activities of the Chamber, and promote the enhancement of business growth within the Wingham and Districts area.
6. Refrain from publicly disparaging the business practices of fellow members and refrain from condoning or engaging in misrepresentation or unethical practices.
7. Refrain from engaging in any practices prohibited by law or seeking unfair advantage over fellow members and conform to all laws established by Municipal, State and Federal governments for the control of said business, where applicable.
8. Present a true presentation in all advertising. Goods and services shall be advertised in accordance with all Municipal, State and Federal legislation.
9. Respect the roles of the Chamber office-bearers, Committee Members and volunteers.
10. The Committee must function as one and work toward the agreed goals.

### Expectations at meetings.

- a) We start and finish on time.
- b) We conduct meetings efficiently and adhere to the agenda.
- c) We all participate and contribute.
- d) We use improvement tools that enhance meeting efficiency and effectiveness.
- e) We actively listen to what others have to say, seeking first to understand, and then be understood.
- f) We follow-up on the actions for which we are assigned responsibility and complete them on time.
- g) We give and receive open and honest feedback in a constructive manner.
- h) We use data to make decisions (whenever possible).
- i) We strive to continually improve our meeting process and build time into each agenda for reflection.

The failure to adhere to the professional and personal obligations of the WCoC, as outlined above, and defined in the Model Constitution, can result in the termination of membership.