

Georgia Chamber of Commerce

Staff Ethics Policy

Introduction

The Georgia Chamber Of Commerce has always adhered to a policy of maintaining the highest standards of both moral and business ethics in all its corporate relationships, financial and non-financial. It is our intention to be a good citizen, to obey all laws and expect our employees to do likewise. The Board of Directors believes it is beneficial, to ensure complete understanding among all parties, that a specific statement of the long-standing Georgia Chamber Of Commerce policy in this regards be published and circulated among members of its staff. By this directive, the Board of Directors also specifically assigns the responsibility of strict adherence to this Statement of Policy to each employee.

Statement of Policy

- Each employee of the Georgia Chamber Of Commerce will conduct himself/herself at all times in a manner which is beyond reproach. Such demeanor and actions will command respect from all with whom we are associated.
- The use by the Georgia Chamber Of Commerce of any of its funds or assets for any unlawful or improper purpose is prohibited.
- No fund shall be created or maintained by the Georgia Chamber Of Commerce or its affiliates for any purpose that does not properly describe the purpose of such a fund.
- No payment on behalf of the Georgia Chamber Of Commerce or any of its affiliates shall be approved or made with the intention or understanding that any part of such payment is to be used for any purpose other than that described by the documents supporting the payment.
- Contributions to political parties or candidates for public office cannot come from Georgia Chamber Of Commerce operating funds.
- Political Action Committee and other such funds may be established with the purpose of contributing to political parties or candidates for public office.

The President & CEO must approve deviations from the standard or normal method of doing business with concurrence of the Executive Committee.

No member of the staff will:

- Use their affiliation with the Georgia Chamber Of Commerce to promote any partisan politics or public issue not officially held by the Georgia Chamber Of Commerce.
- Disclose any confidential Georgia Chamber Of Commerce information.
- Knowingly influence the Georgia Chamber Of Commerce for personal gain.
- Engage, directly or indirectly, in conduct that is disloyal, disruptive, competitive or damaging to the Georgia Chamber Of Commerce.
- Accept compensation for job-related speaking engagements, consulting services, business leads or other activities from outside concerns seeking to do business with the Georgia Chamber Of Commerce or for whom the Georgia Chamber Of Commerce is assisting.

This statement is distributed annually to all Georgia Chamber Of Commerce employees to ensure uniform compliance with this policy. It should be understood that any conduct or violation of the intent of this Ethics Policy is considered sufficient cause for immediate termination.

James C Clark, Jr.
President & CEO

Date