

# Palmer Woods Association

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P.O. Box 21086, Detroit, MI 48221 · palmerwoods.org

## **PALMER WOODS ASSOCIATION**

### Code of Conduct

(November 12, 2019)

#### **PREAMBLE**

The Palmer Woods Association (“PWA”) consists of the homeowners (“members”) who elect a Board of Directors, charged with promoting and protecting the interests of the homeowners with respect to certain matters involving Palmer Woods. The Board of Directors, its officers, members of its committees, employees/contractors, volunteers and suppliers of goods and services to PWA (collectively the “Board”) are required to act in the best interests of the PWA members who place a high degree of trust in these individuals. Accordingly, members of the Board are required to adhere to the following Code of Conduct (“Code”), and to act with the highest sense of integrity, professionalism, neighborliness and in a manner beneficial to PWA and its members.

1

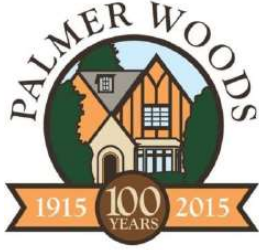
The Code represents an outline of expected standards and prohibited conduct and cannot be entirely comprehensive. In addition, it does not override or otherwise modify applicable law. Common sense is expected to be exercised and govern those instances of prohibited conduct not expressly set out in the Code.

2

If you believe that you have witnessed a contravention of the Code or law, or you are considering a course of action which may be in contravention of the Code or law, you are encouraged to contact the PWA’s Compliance Officer or President. A concern can also be raised at a meeting of the Board of Directors or its committees, if appropriate. If there is any doubt, there should not be any hesitation at all in raising the concern, and such action is encouraged without fear of retaliation. If necessary, arrangements can be made for a confidential discussion.

3

Violation of the Code will after due investigation, if proven; will result in the Board taking appropriate action which may include in addition to a reprimand, termination of employment, termination in participation on a Board committee or project, termination of a service/supply contract or in the case of a director removal from the Board.



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## **1 Discrimination**

PWA benefits in many ways from the diversity of its residents. Accordingly, there cannot be toleration in any format, direct/indirect discrimination based on race, color, religion, age, gender, sexual orientation, gender identity, national origin, disability, veteran status, citizenship, political or group affiliation or any other factor prescribed by law. Respect for our neighbors is an absolute requirement.

## **2 Harassment**

As part of the requirement to respect our neighbors, any direct or indirect form of harassment in any media form or method of delivery (including physical or psychological) is prohibited. Harassment includes, language or conduct that may be deemed derogatory, intimidating, physically or potentially physically harmful or offensive to others including the recipient.

Gossiping and trafficking in rumors are to be absolutely avoided, particularly as they may relate to members of PWA.

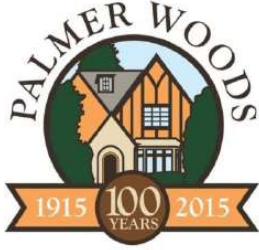
## **3 Health, Safety and the Environment**

All activities of PWA are expected to adhere to health and safety rules and regulations, as well as with a view towards protecting and enhancing the environment in which they are conducted. Legal requirements represent minimal standards. PWA aims to exceed such standards where practicable.

Substance abuse is a worldwide emergency creating danger in workplaces. Where the Board is undertaking work in Palmer Woods, suspected substance abuse by workers or impairment of anyone working on the project is to be immediately reported to the appropriate individual and/or entity.

## **4 Privacy, Security and Freedom of Expression**

The Board is expected to respect and protect the privacy of members of PWA. No personal information, including but not limited to, names, addresses and contact information is to be



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disclosed to third parties without the written consent of the member. Such information is permitted to be distributed within the Board, subject to need to know.

The opinions and statements of any members of PWA (including their families and guests) are to be respected. Diversity of opinion and viewpoints are highly encouraged.

## **5 Conflicts of Interest**

The Board is expected to avoid any appearance of self-serving and conflicts. No gifts or other favors are to be received from suppliers or individuals seeking to do work for PWA. There should not be any hesitation in recommending a friend, relative or business acquaintance who is interested in providing services to PWA or serving on its Board of Directors or Committees, as long as the association or relationship with that individual is declared when the recommendation is made. Full disclosure will result in complete transparency which is the goal and avoid self-serving situations which act to the detriment of PWA.

## **6 Communications**

All external communications are to be managed through an authorized representative of PWA. All inquiries from external sources are to be directed to that appointed individual(s). This will avoid any confusion in the message.

Internal communications amongst the Board and amongst members of PWA are to be managed by the person so designated.

**APPROVED by the Board of Directors on November 12, 2019.**

Per \_\_\_\_\_  
**President**

Per \_\_\_\_\_  
**Secretary**