

ATD Houston Chapter Code of Ethics

Section 1

The purpose of this Code of Ethics is to set forth the basic principles and guidelines for the ATD - Houston Chapter Board of Directors. All (directors elected and appointed) are expected to be guided by the basic principles of honesty and fairness in the conduct of the Chapter's affairs and to comply with the principles and guidelines contained in this Policy.

Section 2

- All members shall comply with all applicable legal requirements and the highest standards of business, professional and personal ethics.
- All members shall exercise reasonable care in the protection and conservation of the assets of their Chapter, including information the Chapter regards as confidential or has agreed to maintain as confidential.
- The use of assets of the Chapter for any unlawful or improper purpose is strictly prohibited.
- The books and records of the Chapter shall be maintained, and its financial statements shall be prepared in all material respects in conformity with generally accepted accounting principles.
- Compliance with established Chapter policies and internal controls is required at all times.
- The establishment or maintenance of undisclosed or unrecorded funds or assets of the Chapter is strictly prohibited.
- No false or misleading entries shall be made in the books and records of the Chapter for any reason.
- No payment on behalf of the Chapter shall be approved without adequate supporting documentation nor shall any payment be 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.

Section 3

- Each member should perform his/her responsibilities for the Chapter with undivided loyalty. Fulfilling this loyalty obligation requires that all members conduct themselves in all transactions and activities so as to best serve the interests and needs of the Chapter. With this in mind, members are expected to avoid potential conflict of interest situations, and to report immediately to the President should they find themselves in such a situation.
- A potential conflict of interest may be deemed to exist whenever a member enters into a transaction or activity directly, with the Chapter or with a customer, supplier, competitor or other person or business when that transaction or activity is such that:
 1. It might reasonably affect or create the appearance of affecting the members judgment or decisions exercised on behalf of the Chapter; and/or
 2. It might cause any criticism of the Chapter from any group or governmental agency, which represents the public interest.

Section 4

Members shall refrain from entering into the following activities, interests and transactions that are considered to be inconsistent with the best interests of the Chapter. When operating as an ATD official,

- No member shall receive from any business entity any financial assistance, loans, or advances of money, property, commissions, fees or compensation of any kind which could be construed as arising out of, connected with, or resulting from the member's arranging for or transacting the business between the Chapter and such business entity. For the purpose of this policy, a business entity shall include any supplier, competitor, customer, person, partnership, and corporation or business enterprise and shall include any director, officer, employee, agent or representative of any such entities.
- No member representing the Chapter in his dealings with any business entity shall enter or promise to enter into any kind of written or verbal agreement when such undertaking is outside the scope of the member's duties and authority or not made solely and legitimately on behalf of the Chapter.
- No member representing the Chapter should actively endorse any specific vendor, supplier, and corporation or business entity on behalf of the Chapter for compensation or non-compensation of any kind paid to the Chapter or individual within the Chapter.