

MEMBER CODE OF CONDUCT



Reviewed and updated:

Date: March 27th, 2024

Approved by BOD:

Date: April 10th, 2024



MEMBER CODE OF CONDUCT

Sudbury Real Estate Board

Purpose:

SREB is committed to fostering a professional and respectful environment for all its members, staff, and anyone who works with or for SREB. SREB values professionalism, respect, and collaboration. It is vital to SREB's reputation and success to maintain high standards of conduct; by promoting professionalism, cultivating respect and collaboration, ensuring safety and ethical standards, and establishing clear expectations. This policy serves as a guide, outlining the expected conduct when engaging with members, SREB staff, contractors, and venue and event workers. By adhering to the Code of Conduct, members and staff contribute to a positive, inclusive, and professional culture within SREB, where individuals feel valued and respected.

Professionalism and Respect:

SREB members and staff are expected to treat all individuals with respect and courtesy regardless of their role or position. Communicate in a professional manner using appropriate language and tone, with extra care to refrain from the use of offensive language. Further, refrain from engaging in any form of harassment, discrimination, and bullying, as per the Harassment Policy.

Professional relationships:

SREB members and staff are expected to avoid engaging in conflicts of interest or engaging in situations that compromise their integrity. Members and staff are expected to maintain transparency by disclosing conflicts of interest when they occur. Members are expected to refrain from engaging in situations that could cause harm to the integrity and reputation of SREB. Further, members are expected to maintain professional boundaries and avoid inappropriate relationships and conduct.

Collaboration and Cooperation:

SREB members and staff are expected to respect the opinions and contributions of others even if there's disagreements. When conflicts arise, work towards constructive solutions, seeking resolution through open and respectful communication.

Provision of feedback and suggestions:

When members or staff provide feedback and suggestions, they are expected to do so in a respectful and constructive manner that is aimed at improving SREB. Further, members or staff receiving feedback and suggestions, should do so with an open mind and a willingness to improve.

Confidentiality and Privacy:

SREB members and staff are expected to respect all individual's privacy and confidentiality. Refrain from sharing information without proper authorization. Only use shared data solely for the purpose it was intended, as prescribed by the individual, company or SREB, protecting it from unauthorized access.

Compliance with laws, rules, and regulations:

SREB members and staff are expected to familiarize themselves with SREB policies and adhere to the policies as well as local, provincial, and federal laws and regulations. Further, members and staff are expected to report suspected or known violations to the appropriate authorities.



MEMBER CODE OF CONDUCT

Sudbury Real Estate Board

Non-compliance:

Failure to comply with the code of conduct and applicable SREB policies may result in membership or employment termination. In some situations, it may also result in legal action to be taken against the individual involved. We encourage all members and staff to familiarize themselves with the code of conduct and SREB policies. Adherence to these standards fosters a professional and respectful environment benefiting everyone.