

**STANDARDS OF CONDUCT**  
**of**  
**ESTES PARK WESTERN HERITAGE, INC.**  
**A Colorado Nonprofit Corporation**

**1. Introduction**

**1.1. Purpose.**

Estes Park Western Heritage, Inc's (WH) reputation for fairness and excellence depends on the collective commitment of the Directors, officers, members, and volunteers working together in a manner that merits trust and confidence from customers, investors, and most importantly, the local and global communities served. The purpose of this document is to convey those basic standards of conduct.

**1.2. Objective.**

The primary objective of this document is to ensure and reinforce accountability for legal, responsible, and mature behavior in all who represent WH.

**2. Standards of Conduct**

**2.1.** All persons associated with WH are expected to adhere to the spirit and the letter of all federal and state laws, and management rules and regulations. Illegal or unethical actions are unacceptable, and willful violation of the substance, intent, or implementation of this document and the WH Bylaws will be grounds for appropriate disciplinary action.

**2.2.** The Executive Committee of WH is authorized to, deny membership, suspend or expel from membership, any member of WH for violation of these standards. Membership may be denied based on an applicant's behavior on previous volunteer committees.

**2.3.** Each Director, Officer, and Member must manage their abilities and responsibilities for the benefit of WH so as to avoid situations that might lead to conflict, or even suspicion of conflict, between one's self-interest and one's obligation to WH or its customers. An individual's position must never be used, directly or indirectly, for private gain, to advance personal interests, or to obtain favors or benefits for himself/herself or a member of his/her family. The provisions outlined in Article 8, of the Bylaws dealing with Conflicts of Interest applies to all Members. Provisions in Section 2.2., of the Bylaws, refer to all Officers as well as Directors of the Corporation.

**2.4.** Each member must keep the interest of WH foremost in mind while providing assistance to all those within whom we come in contact.

**2.5.** Members must give, to the best of their ability, complete and thorough support of the respective committee membership. This includes respecting other members by refraining from negative and destructive conversation and behavior.

**2.6.** Each member must properly use all equipment and resources of WH and the Town of Estes Park.

**2.7.** Members must thoroughly investigate the needs of the respective committee before proceeding with recommendations.

**2.8.** Members must be honest and trustworthy, avoid harm to others, be fair, nondiscriminatory, and respect the privacy of others.

**2.9** Members may not make financial commitments for WH without advance approval by the WH Executive Committee.

**2.10.** All statements to the media are to be approved by the Chairman, President or appointee of the WH Executive Committee.

### **3. Monitoring the Standards of Conduct**

**3.1.** Responsibility, with commensurate authority for communicating and assuring compliance of the Standards of Conduct, is placed with the Chairman and the Executive Committee.

**3.2.** The Executive Committee will investigate any actual or perceived misconduct of a member and refer the case for adjudication to the Board of Directors.’

**3.3.** Misconduct by any member of the Executive Committee will be directed immediately and directly to the Chairman of the Board.

### **4. Policy Review**

**4.1.** No less than annually, this policy shall be reviewed by the Executive Committee with recommended changes presented to the Board of Directors.