



BOARD CODE OF CONDUCT

Through member involvement, information, and resources, CREW DC sets standards of excellence in transforming the commercial real estate industry through the advancement of women. Our vision is a diverse and inclusive membership that nurtures belonging, cultivates connections, fosters growth, celebrates difference, and develops leaders in commercial real estate.

As a Board Member of CREW DC, I commit to the following code of conduct:

- Act with integrity, competence, diligence, honesty, and respect.
- Place the integrity of CREW DC and its mission above my own personal and professional interests.
- Treat others fairly, honestly, and respectfully.
- Comply with applicable laws, regulations, and professional ethics while acting on behalf of CREW DC or representing myself as a Board Member of CREW DC.
- Honor financial commitments and obligations.
- Follow good governance principles:
 - Collective discussion, decision-making, and consensus.
- Remain free of compromising influences and exercise diligence to ensure that my actions are always creatively, competently, and responsibly managed.
- Ensure all decisions support the strategic plan and mission.
- Respect the confidentiality of the Board discussions and meetings.
- Fiduciary duty requires board members to stay objective, responsible, honest, trustworthy, and efficient.
- Be on time and attend regular board meetings and functions (including training and committee meetings) with at least 80 percent attendance, unless otherwise excused.
- Agree to mediated conflict resolution with a neutral third party if needed. The role of the third party is to facilitate communication, clarify the issues, and suggest possible solutions.

Board members should report violations of the code of conduct to the Executive Committee (EC) unless the violation is within the EC and then to the Executive Director.

Violation of the code of conduct:

- CREW DC will address issues with Board Members promptly, fairly, reasonably, and professionally.
- If violations of the Code of Conduct are persistent or egregious, the Board of Directors may take action, up to and including suspension or termination.
- Impacted Board Members will be notified of a Board decision at least 15 days prior to it taking effect. Impacted Board Members may contest the decision up to 5 days prior to it taking effect. However, the Board may make such membership determinations in its sole and absolute discretion.
- CREW DC reserves the right to pursue additional measures up to and including legal action in extreme cases where a Board Member's actions may have compromised CREW DC in any way, including its mission, reputation, or legal status.

Please sign below to indicate your commitment to CREW DC's Code of Conduct

Signature

Print Name

Date