



# **MARBLEHEAD YACHT CLUB, INC. ("MYC")**

## **Code of Conduct**

The purpose of this Code is to give MYC Board Members, Committee Chairs, Flag Officers and the Club Manager (together, "MYC Leaders") guidance when you encounter difficult issues. We could have made the Code a lengthy, detailed list of "do's and don'ts". But no set of rules can anticipate every situation. Consider this Code to be a compass.

As MYC Leaders we must follow these standards:

- Comply at all times with the Confidentiality Statement you signed with MYC.
- Tell the truth regardless of the consequences - whether you are describing the organization's activities, creating financial records, answering the questions of a town official or representative or speaking up with concerns.
- Treat all individuals with the highest standard of respect, dignity and compassion regardless of their race, color, ethnicity, national origin, age, gender, gender orientation, physical abilities, religious beliefs, financial resources, citizenship or appearance.
- Never seek results by illegal or unethical means.
- Keep our workplace and the areas where we are engaged in activities safe and clean.
- Make sure that our workplace and our activities are free of any form of harassment.
- Do not accept any gift from those with whom we currently, or may, do business. If offered, the gift must be politely declined and/or returned.
- Always disclose facts and circumstances that might give even the appearance of a conflict of interest or a personal benefit to you.
  - Speak up whenever you think someone is doing something illegal, unethical or otherwise improper. It is our duty to speak up – so that the organization can address problems and keep them from happening again.
- MYC will not tolerate retaliation of any kind – not even in the form of a cold shoulder - against a person who reports a concern in good faith.

MYC Leaders must also do the following:

- Make sure that colleagues you are supervising, if any, are aware of this Code as well as MYC policies and procedures - provide them with explanations and updates as well as examples, through your own conduct, of what is expected.
- Urge others to raise concerns of illegal, unethical or other improper conduct, and protect those that do so from retaliation in any form.

This Code of Conduct will not have value unless all MYC Leaders are held responsible for abiding by it. Individuals who are found to have violated the Code will accordingly be subject to appropriate corrective action.

We are grateful that you have chosen to be an MYC Leader, and we appreciate your adherence to our values.

This Code of Conduct is valid for one year beginning on [enter date]: \_\_\_\_\_

\_\_\_\_\_  
Commodore

\_\_\_\_\_  
Vice Commodore

\_\_\_\_\_  
Rear Commodore

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Club Manager

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member