

AARO CODE OF CONDUCT

I. Mission

The mission of the Association of Appraiser Regulatory Officials (AARO) is to be an advocate for the member jurisdictions as to the enforcement and administration of appraiser and appraisal management company regulatory laws. The Association is committed to the success and advancement of state appraiser and appraisal management company regulatory programs and seeks to accomplish these objectives through:

Leadership: To provide leadership to the appraiser and appraisal management company regulatory community by staying informed and by conducting research, as needed, that may be vital to the appraiser and appraisal management company regulatory community. In doing so, the Association shall serve as a resource to its member jurisdictions and a liaison to other organizations whose purpose may be consistent with that of the Association.

Cooperation: Develop and encourage cooperation and community among appraiser and appraisal management company regulatory officials and other government organizations whose objectives may be consistent with the purpose of the Association.

Communication: Facilitate communication between appraiser and appraisal management company regulatory officials and other government agencies, organizations, groups or individuals who participate in or are impacted by the appraisal industry.

Education: Provide education and distribute information that is vital to its member jurisdictions.

II. Applicability

The following Code of Conduct (“the Code”) is designed to allow the Association to preserve its long tradition of integrity and credibility with the public and within the Association. This Code applies to all officers, directors, employees, members, and any third party service provider engaged by the Association.

III. Service

A. Always act with fairness, honesty, integrity and openness; respect the opinions of others and treat all with equality and dignity without regard to age, color, disability, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status/military service.

B. Promote the mission and objectives of the Association in all dealings with the public on behalf of the Association.

C. Provide a positive and valued experience for those receiving service within and outside the Association.

IV. Accountability

A. Act with honesty and integrity and in accordance with professional standards and governing laws that have application to the responsibilities you perform for or on behalf of the Association.

B. Comply with both the letter and the spirit of any training or orientation provided to you by the Association in connection with those responsibilities.

C. Adhere to the policies and procedures of the Association and support the decisions and directions of the Executive Committee and its delegated authority.

D. Take responsibility for your actions and decisions. Follow reporting lines to facilitate the effective resolution of problems. Ensure that you do not exceed the authority of your position.

E. Members shall not use membership in the Association to market or promote its organization itself through advertising or any other means.

IV. Conflict of interest

A. Conflict of interest arises when a person participates in a decision about a matter which may benefit or *be seen to* benefit that person because of his/her direct or indirect monetary or financial interests affected by or involved in that matter.

B. In the event that such a matter arises, the person shall formally disclose the interest, refrain from attempting to persuade or influence other persons participating in the decision, and shall not cast any vote on the matter.

V. Confidentiality

A. Respect and maintain the confidentiality of information gained as a member or employee, including but not limited to all computer software and files, Association business documents and printouts, and all member, employment, sponsor, and supporter records.

B. Respect and maintain the confidentiality of individual personal information about persons gained through your role in the Association; for example, regarding employment matters.

VI. Personal or sexual harassment

A. Sexual harassment is any conduct, comment, gesture, or contact of a sexual nature that one would find to be unwanted or unwelcome by any individual, or that might, on reasonable grounds, be perceived by that individual as placing a condition of sexual nature on a position, employment, or development within the Association.

B. Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's age, color, disability, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status/military service. Personal harassment includes discriminatory behavior, directed at an individual that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate Association-related purpose.

C. The Association has a zero tolerance policy with respect to personal/sexual harassment. Personal/sexual harassment in any form is strictly prohibited and may be grounds for termination from a position in AARO, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

VII. Implementation

Strict observance of the Code is fundamental to the activity and reputation of the Association. All officers, directors, employee, members, and any other third party service provider shall adhere to this Code. By applying for membership, accepting a position as an officer or director, accepting employment, or by entering into a third party service contract, that person agrees to be bound by the terms of this Code.

VIII. Suspension and Termination

Any violation of the Association's Bylaws or Code of Conduct may be grounds for suspension or termination of membership with the Association or denial of an application for membership with the Association. Termination of membership or denial of an application for membership shall preclude a member or applicant from applying for membership in the Association for a period of time to be established by the Board of Directors. Any suspension, termination, reinstatement, or reconsideration of a previous termination or denial of membership shall be made by a majority vote of the Board of Directors.

CODE OF CONDUCT DECLARATION

I, _____, have read, understand and agree to abide by the Code of Conduct of the Association of Appraiser Regulatory Officials and I understand that such adherence is a condition of my membership or employment. I understand that a violation of the Code of Conduct may be grounds for termination as an officer, director, or member; or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.