

Code of Ethics for Members (Bylaw 2.10)

- a) All members shall abide by and comply with the General Bylaws, the Articles of Incorporation, Formal Agreements and the approved policies and procedures of Concept to Creation Co-operative Inc.
- b) All members shall respond and communicate within a reasonable timeframe to correspondence from, either Concept to Creation Co-operative Inc., or its partners, which could be any outside group or individual with which the Co-op may have to share information to carry out its business.
- c) The Code of Ethics of Concept to Creation Co-operative Inc. recognizes the precepts of personal integrity and competence as fundamental ethics, and as such Co-op Members shall:
 - Act with integrity towards other Members and partners, and especially maintain confidentiality and avoid any conflict of interest. However, if and when such conflict does arise, fully disclose the circumstances without delay to the Member in question and to the Directors of Concept to Creation Co-operative Inc. or its partners;
 - Conduct themselves with fairness, courtesy and good faith towards Co-op Members and partners, and accept decisions made according to approved Co-op procedures;
 - Provide fair comment and honest opinion on subjects, based on the best of their knowledge and give credit where it is due;
 - Report to the Co-op Directors any illegal or unethical behaviour by fellow Members or others.

d) Rules of Conduct

In this code misconduct includes:

- Negligence, an act or omission in the carrying out of tasks or contributions to the standard that a reasonable and proud person would maintain in the circumstances;

- Failure to make prompt, voluntary and complete disclosure of an interest, direct or indirect, that might in any way be, or be construed as prejudicial to Co-op policies, members or partners;
- Acts or conduct that would reasonably be regarded as disgraceful, dishonorable or unprofessional.