



Accredited Chamber Executive (ACE) Code of Professional Conduct

An Accredited Chamber Executive (ACE) may have his/her designation revoked or other disciplinary action taken in the event that a determination has been made through due process that a violation of any of the following has occurred:

- a) Conviction of a felony
- b) Knowingly violating the law in the course of the ACE's professional activities, including, but not limited to fraud, embezzlement, misappropriation of property or unlawful discrimination.
- c) Failure to report and willfully concealing one's knowledge of illegal activity by staff, volunteers or vendors.
- d) Knowingly making false statements of material fact in any professional context including falsification of academic or employment information.
- e) Failure to disclose one's own conflict of interest to a third party decision making body, where such conflict would be material to the body's deliberations or decision making process. Such a third party may be a board of directors, a committee, a client, or employer.
- f) Failure to adhere to your chamber's policies and procedures regarding the acceptance of commissions, remuneration or other gifts or benefits in connection with the scope of the ACE's employment.
- g) Unauthorized material disclosure of confidential information except when required by law, where disclosure results in damage to the owner of the confidential information.
- h) Willful disregard of lawful board of director directives that materially undermines the interest of the organization.