



CODE OF CONDUCT

CODE OF ETHICS

As an ambassador within our organization, I have agreed to take on certain voluntary duties but nevertheless formal responsibilities. The role I play has an impact on the overall success of our conference and ultimately on the value of the delegate experience. By accepting this position, I am committing to fulfill its responsibilities or to seek assistance when I am unable to do so.

The success of our conference depends on each person's integrity to fulfil their commitment. By signing this promise, I acknowledge my role and responsibility as an ambassador.

I commit to:

1. Carry out all designated duties with professionalism and within the deadlines set.
2. Follow the chain of reporting and informing the appropriate person when I cannot fulfil an obligation I have committed to.
3. Inform the LOC Ambassador Committee Chair of any potential or actual conflict of interest.
4. Inform the LOC Ambassador Committee Chair if for any reason I am unable to perform my duties as an Ambassador.
5. Respect the personal and professional demands on my fellow ambassadors.
6. Offer a solution to any problem about which I express a concern.
7. Ask for guidance, assistance and/or clarity if needed on any task I am assigned.
8. Read and follow policies and procedures and arrive fully briefed and ready to discuss agenda items.
9. Not take on more than I am able to.
10. Be honest and ethical in all my capacities as a leader.
11. Keep my word – to do what I say I will do.



- 12. Participate 100% in whatever assignment I undertake.
- 13. Be punctual and on time for my designated duties.
- 14. Be in full, open and honest communication and to do so in a responsible way.
- 15. Present myself in a professional manner at all times recognizing that I am representing the Board, its membership and the Department.
- 16. Conduct myself professionally showing respect in the way I correspond either verbally or in writing, without condescension, while representing the Board and/or its membership.

Ambassador Name (please print)

Ambassador Signature

Date:

MANAGER APPROVED:

Immediate Supervisor (please print)

Immediate Supervisor Signature

Date: