



CODE OF CONDUCT

All Chamber members have joint and several responsibilities to ensure the present and future success of the Chamber and are therefore bound by the signing of the Chamber Code of Conduct and in doing so are also bound by the Chamber's Constitution.

The following principles are therefore intended to serve as guidelines to the way in which the Chamber expects all members to act to best serve and uphold the ethos of the Chamber:

1. Treat all Board, Council and committee meetings as strictly confidential. Disclosing any Chamber information, including but not limited to, minutes, chamber records, chamber documents, data or internal communication to third parties, the media, or any other members who are not part of those Chamber committees is not permitted, other than by the Chamber's official spokespersons as they deem appropriate in the Chamber's interest.
2. Have a fiduciary care duty to the best interests of the Chamber, and to refrain from any action which may negatively impact the reputation and image of the Chamber.
3. The Chamber's official spokespersons and representatives at meetings outside the Chamber is the President and/or his or her nominee, appointed to act on the Chamber's behalf. All Chamber representatives should act in accordance with Chamber policy in matters under discussion at meetings they attend on the Chamber's behalf.

4. Contact with the public media is confined to the President and to those persons who are specifically authorized as official spokespersons of the Chamber for the specific purpose concerned.
5. Decisions taken by the majority of members ordinarily present at Chamber meetings shall be the view of the Chamber from the date of adoption and all employees and members are required to respect and adhere to such decisions.
6. All Members are expected to be open and fair in their dealings with fellow members and employees within the Chamber, to respect their democratic rights, refraining from exercising undue pressure on them for any reason. All members are expected show the necessary respect, collegiality and civility towards each other.
7. All Members shall adhere to the necessary meeting house rules, formalities and decorum as reflected in the Chamber constitution.
8. All Board and Council Members shall disclose in writing to the Board, any conflict of interest or potential financial gain that arises or may arise from any activities or business opportunities the Chamber engages or may engage in and obtain Board approval prior to engaging in any such activities or business opportunities
9. Proposals for projects made by members which are adopted by the chamber, become Chamber initiatives to be executed by persons as directed by the Board.
10. Management Committee members should attend at least 75% of their respective meetings or tender their apologies
11. It is the responsibility of the Chairman to ensure that matters entrusted to management committee members are dealt with effectively.
12. Members of the management committee are not permitted to hold any remunerated position within in any registered political party.
13. All members hosting or speaking at Chamber events are to do so in their capacity as Chamber representatives. Although their credentials as an individual are expected to be shared with the audience and can be leveraged to gain clients, the

specific platform afforded them in their role is not to be used for overt personal, service or product promotion.

14. All members are obliged to at all times act in accordance with this Code of Conduct and accept that failure to act accordingly will result in the necessary steps, including disciplinary action against the defaulting member, been taken by the Chamber to protect the interest of the Chamber.
15. All members undertake to diligently adhere to all laws, by-laws and regulations that apply to the member and or his business.
16. All members undertake to uphold the Constitution and adhere thereto.
17. All members undertake to always act in the best interests of the Chamber and in collaboration and in partnership with each other fostering a positive relationship between members, the local community, external stakeholders, businesses, local, provincial and national government.