CODE OF ETHICS AND CONDUCT

SUMMER HILL CITIZENS' COMMITTEE (SHCC)

(Effective September 2026)

ARTICLE I – PURPOSE AND APPLICATION

The Summer Hill Citizens' Committee (SHCC) is committed to maintaining the highest standards of legal, moral, and ethical conduct in all of its activities. This Code of Ethics and Conduct applies to all Officers, Board Directors, Committee Members, and Volunteers representing the SHCC. Its purpose is to foster public trust, ensure responsible stewardship of community resources, and maintain a respectful, inclusive environment dedicated to improving the quality of life in Summer Hill.

ARTICLE II – GUIDING ETHICAL PRINCIPLES

All representatives of the SHCC shall adhere to the following core principles:

- **Integrity and Honesty:** Act with honesty, transparency, and fairness in all governance, community interactions, and administrative decisions.
- **Stewardship and Accountability:** Ensure that organizational resources, assets, and funds are used strictly for tax-exempt charitable and educational purposes in compliance with Section 501(c)(3) of the Internal Revenue Code.
- **Respect and Civility:** Treat fellow board members, committee members, residents, property owners, local business owners, and public officials with dignity, courtesy, and professional respect.
- **Fiduciary Duty:** Exercise the legal duties of care, loyalty, and obedience to the SHCC, prioritizing the organization's welfare above personal or private interests.

ARTICLE III – STANDARDS OF CONDUCT

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1. Respectful Governance and Assembly: Representatives shall promote open, constructive dialogue during membership and board meetings, respecting diverse opinions and avoiding disruptive, abusive, or harassing behavior.

2. Inclusivity and Non-Discrimination: The SHCC shall afford equal opportunity and fair treatment to all individuals regardless of race, color, religion, gender, sexual orientation, gender identity, age, national origin, disability, or marital status in all organizational affairs, programs,

and decision-making processes.

3. Confidentiality: Representatives shall maintain strict confidentiality regarding executive sessions, proprietary strategic plans, sensitive financial details, personal donor records, and member personal data. Confidential information shall not be used for personal gain or disclosed without proper authorization.

4. Conflicts of Interest: Representatives must fully comply with the SHCC Conflict of Interest Policy, promptly disclosing any actual or potential conflicts of interest and recusing themselves from board deliberations or votes where a conflict exists.

5. Public Representation and Media Communication: No Officer, Director, or Member shall make official public statements, issue press releases, or speak on behalf of the SHCC to media outlets, public officials, or municipal bodies without explicit authorization from the Board President or Executive Board.

6. Compliance with Laws and By-Laws: Representatives shall strictly comply with applicable local, state, and federal laws, including municipal codes of the City of Pittsburgh, Pennsylvania non-profit statutes, and the SHCC Constitution and By-Laws.

ARTICLE IV – ENFORCEMENT AND DISCIPLINARY PROCEDURES

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1. Reporting Violations: Any suspected violation of this Code should be reported promptly in writing to the Board President or Vice-President. If the report involves an Officer, it may be submitted directly to a disinterested Board Director.

2. Investigation: The Executive Board (or an appointed disinterested committee) shall review and investigate all reported violations in a fair and confidential manner, allowing the accused individual an opportunity to respond.

3. Disciplinary Action: Violations of this Code may result in corrective measures, including formal reprimand, removal from committee assignments, or initiation of removal from office or directorship in accordance with Article X of the SHCC By-Laws.

CODE OF ETHICS ACKNOWLEDGMENT AND COMMITMENT

SUMMER HILL CITIZENS' COMMITTEE (SHCC)

To be completed annually by all Officers, Directors, Committee Members, and Key Representatives

I acknowledge that I have received, read, and understand the Code of Ethics and Conduct of

the Summer Hill Citizens' Committee (SHCC). I agree to abide fully by its ethical standards, rules of conduct, and reporting obligations.

I understand that compliance with this Code is essential to maintaining public trust, fulfilling the SHCC's charitable mission, and protecting the legal and tax-exempt status of the organization.

Printed Name: _____

Date: _____

Title / Position: _____

Signature: _____