**TAMPA MANAGERS INSTITUTE, INC.**

**CODE OF CONDUCT AND RULES**

All members of the Tampa Managers Institute, Inc. (hereinafter “TMI”) are expected to conduct themselves in a professional manner, treating all engaged in the group with respect and courtesy to carry out TMI’s business of administering educational courses, networking and professional services to its members and community association managers. The Board of TMI intends to provide a fair and unbiased process for resolving grievances pertaining to inappropriate and disrespectful conduct between members.

**POLICY**

1. All Members of TMI shall not subject other members to any physical or verbal abuse or harassment, including racial epithets.
2. Personal interactions regarding TMI’s operations shall not include personal attacks on colleagues, board members, TMI members, nor shall any person harass, threaten, or attempt through any means to control or instill fear in any other member of TMI.
3. Any aggrieved member of TMI shall submit a detailed, written incident report to the TIM administrator, who shall within one (1) business day after receiving such report, forward the incident to the Board President.
4. Any other aggrieved person, including members, Board members and committee members shall, within twenty-four (24) hours of such an incident, submit a written, detailed incident report to the Board President and Vice President to determine whether to conduct a fair, thorough, and impartial investigation of the alleged incident.
5. The Board of Directors shall conduct a meeting between the aggrieved parties for a potential resolution. In the event the conflict cannot be resolved, the Board of Directors has the power and the authority to remove any member of TMI within its sole discretion and based on the facts presented in the complaint.
6. In the event of a potential conflict of interest by a Board member, such person shall immediately recuse himself or herself from the process.