

TAN Code of Conduct and Resolution Process

Purpose: Trust is the foundation of TAN. This document is an attempt to codify our ethical conduct as members to promote and preserve trust.

Scope: This code of ethics applies to all TAN members and specifically addresses our ethical conduct with each other and our mutual clients. The code does not address matters of legality or violations of any other rules or codes as administered by other licensing bodies, which should be referred to appropriate authorities. This code does not cover nor anticipate all situations, but rather serves as a guideline. There is an implicit expectation that we should:

- strive to consistently exemplify these principles,
- present concerns to individuals humbly and directly, and
- both offer and accept constructive feedback and advice in a way that demonstrates concern for each other's well-being and with the intent to preserve mutual trust.

Values and Principles of TAN

- Networking is about building quality relationships. TAN is a consortium of quality professionals who meet regularly in order to enhance both their business and personal lives.
- A TAN member should be a person who understands that collaboration takes time.
- TAN and TAN members are committed to building and giving trust. Networking is personal; professionals work with those they trust. Trust comes from becoming knowledgeable about one another above and beyond professional endeavors.
- Trust is earned, and one must be open to letting people earn that trust and open to giving trust.
- TAN members understand that when you want to build trust you usually have to give first before you get.
- TAN members hold information they receive in confidence.
- TAN is inclusive – TAN welcomes all quality professionals who are dedicated to its principles. We do not limit membership to one member of a particular profession. We do maintain a balance of business expertise. We include those who may not seem, at first glance, to be “trusted advisor professionals” when we determine that they actually live the principles and make the organization better.
- TAN as an organization is committed to your success. We encourage members to expand personal networks, make valuable business contacts, and build new and enjoyable personal relationships.

Members of TAN Commit Ourselves To:

- Act honestly, truthfully and with integrity in all our transactions and dealings;
- Treat fellow members with respect, fairness and good faith; avoid actions that might be perceived as harassing or disparaging;
- Communicate directly with others, always striving for shared understanding or consciously acknowledging differences of perception (agreeing to disagree). Avoid gossip;
- Avoid conflicts of interest;
- Directly and proactively address actual or apparent conflicts of interest in our relationships;

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- Resolve conflicts among TAN members at the lowest level possible;
- Practice good citizenship and comply with both the spirit and the letter of the law;
- Act responsibly toward the communities in which we work and for the benefit of the communities that we serve;
- Be responsible, transparent and accountable for all of our actions; and
- Improve the accountability, transparency, ethical conduct and effectiveness of the professions in which we work.

TAN Resolution Process

TAN is a voluntary affiliation of professionals. It has a Board of Directors (Board) that establishes direction and creates policy guidelines. TAN members are expected to be self-responsible in their own conduct and communicate directly with each other. If a member in good standing believes that the actions of another member are inconsistent with the Code of Conduct and/or the Values and Principles of TAN, the former should directly communicate this to the latter and attempt to resolve this issue themselves. If, after making this effort, they continue to witness the actions, they may report this to a member of the Board and/or a Moderator, who will determine next steps. OR, if they feel they cannot directly communicate with the person, they may report it to the board.

If a member is experiencing what they believe are egregious actions, and they choose to bring it to a Board member or a Moderator; it is required to be in writing and include the following information:

- date,
- time,
- occurrence location,
- witness names and,
- what action was taken to resolve the matter directly,
- sufficient detail to gain a clear understanding of the violation of Code of Conduct.

If the violation is subject to criminal or civil statutes, the aggrieved member must take the appropriate steps to seek a remedy through the legal process; TAN will not involve itself in such matters.

The Board will always work to keep confidentiality. The Board reserves the right to take whatever action may be appropriate, including but not limited to:

- no action;
- discuss the issue with all parties involved in order to make the appropriate determination of action;
- putting a member on probationary status;
- asking the member to undergo some specific training; or
- requiring the member to leave the group.

Refund of a member's dues when a member is required to leave the group is not mandatory.