

## Code of Business Conduct and Ethics

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As with all meetings, functions, seminars etc., it is important to begin with our Mission Statement:

The mission of BOMA Oakland/East Bay (BOMA OEB) is to actively and responsibly represent and promote the interests of the Commercial Real Estate industry through effective leadership and advocacy, through the collection, analysis and dissemination of information through professional development.

The BOMA Oakland/East Bay Board of Directors and volunteer leaders firmly believe that BOMA OEB is a vehicle for business networking and the manner in which this is done must be on a professional level. The following guidelines should be followed when attending BOMA OEB sponsored events. These guidelines should enhance the individual member's experience as well as help to provide an effective environment for BOMA OEB meetings.

- A. Feel free to introduce yourself to other Members whether they are Principal or Associate Members. Anyone can be a good professional resource for you regardless of his/her title.
- B. Building relationships with other Members is important for our individual professions as well as for the overall well being of the Association. Asking good questions and *listening* is key to cultivating these relationships. Regularly attending functions also makes this connection process easier since establishing a relationship does not necessarily happen in one meeting.
- C. Networking is a two way street. Principal Members should be receptive to Associate Members. Principal Members can gain helpful information from Associate Members and vice-versa.
- D. Handing out a large amount of business cards is not effective networking. After you have met someone and it is appropriate, ask him or her if they would like your card. If the situation warrants or he/she wants you to send something, you can also ask for his/her card with the assurance that it is for *your use only*.
- E. Take the initiative to make BOMA OEB a welcoming Association. Greet new Members/guests at functions and make a point of meeting someone new by sitting with him/her at an event. These gestures increase your networking base and also represent the Association in a favorable way.
- F. Educational sessions are not just for Principal Members and Associate Members should consider attending periodically to keep up-to-date on current issues affecting the property management industry.
- G. All cell phones should be silenced (or on vibrate) during luncheon/seminar programs. To avoid distracting the presenter, if possible, return calls during a break or when the presentation has concluded.

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- H. Avoid having excessive side conversations and/or comments during the program. This may distract the others from hearing the material being presented. If you cannot stay for the entire program, take a seat towards the back of the room and/or let speaker know you will need to slip out early.
  
- I. Recognizing the emphasis on networking receptions and events and the potential for alcohol abuse, the BOMA OEB encourages responsible drinking. BOMA OEB sponsored receptions will offer non-alcoholic beverages and no alcohol will be served to anyone under the age of 21. BOMA OEB reserves the right to request valid picture identification indicating the date of birth of any individual requesting an alcoholic beverage. When drinking at a BOMA OEB activity, keep in mind BOMA is a professional organization and not the time to get intoxicated. Professional behavior will be expected at all times.