

BUILDINGS & BOOKS, INC.

DIRECTOR CODE OF ETHICS AND CONDUCT

I, _____, a Director of Buildings & Books, Inc., do hereby agree to:

- Faithfully abide by the Articles of Incorporation, Bylaws, Conflict of Interest Policy, and all policies of Buildings & Books;
- Comply with all applicable federal, state and local laws, rules and regulations;
- Act in the best interests of, and fulfill my obligations to, the organization;
- Act honestly, fairly, ethically and with integrity, and conduct myself in a professional, courteous and respectful manner that enhances and maintains the reputation of Buildings & Books;
- Exercise reasonable care, good faith and due diligence in governing and managing the affairs of the organization;
- Fully disclose to the board, at the earliest opportunity, any information that may be appropriate to ensure proper conduct and sound operation of the organization's governance and management;
- Remain accountable for prudent fiscal management to the organization, board, donors, and where applicable, to government and other funding bodies;
- Exercise the powers invested for the good of the organization rather than for personal benefit;
- Respect the confidentiality of information relating to the affairs of Buildings & Books acquired during the course of service, except when authorized or legally required to disclose such information;
- Respect the diversity of opinions as expressed or acted upon by the organization board and committees, and formally register dissent as appropriate; and
- Promote collaboration, cooperation, and partnership within the organization.

Date _____