

**Buffalo Niagara Convention Center Management Corporation
(BNCCMC)
Conflict of Interest/Code of Ethics**

The BNCCMC reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees.

The following Code expresses our values and core beliefs; while we cannot address every situation that might arise, these are the principles that should govern our behavior.

The BNCCMC adheres to the highest legal and ethical standards applicable in our business. The BNCCMC's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

- I. Our customers and the public are entitled to honest and professional services, to accurate information about those services.
- II. We will avoid any conduct or financial activity that creates, or appears to create, a conflict of interest.
- III. We will protect the property of the Center, refrain from using the Center's facilities for an unauthorized purpose, and we will maintain the confidentiality of the Center's, and our customers', proprietary information.
- IV. BNCCMC employees may accept token gifts from clients. However, gifts must be non-monetary and valued at less than \$50. Gift offers that exceed \$50 must be reported to your supervisor.
- V. We will enter into contracts and purchases exclusively on the basis of price, quality, service and ability to meet the Center's needs.
- VI. We will treat co-workers and other colleagues with respect and fairness, maintain a safe and productive working environment, and not allow our personal beliefs to interfere with our professional responsibilities.