

American Chamber of Commerce Estonia Code of Ethics and Professional Conduct

Commitment to ethical professional conduct is expected of every Board Director, Staff member, member and Committee member of the American Chamber of Commerce Estonia.

This Code, consisting of 8 imperatives formulated as statements of personal responsibility, identifies the elements of such a commitment.

As a Member of the American Chamber of Commerce Estonia, I will...

1. Make every effort to comply with the laws of Estonia and the EU.
2. Avoid knowingly assisting any third party in violating any law of Estonia by creating false documents or by any other means.
3. Not knowingly pay or receive bribes or participate in any other unethical, fraudulent or corrupt practice.
4. Keep business records in a manner that properly reflects the true nature of the business transactions and activities.
5. Not abuse my position in this chamber for my personal or my own business gain (printing joint business cards; using chamber office staff or chamber resources for any projects and tasks that are not related to the chamber's goals and activities; using the chamber's name for any projects that are not approved by the Board, the Staff or the Executive Committee of the chamber).
6. Conduct myself professionally with high standards of dignity to reflect the best image on the Chamber and the United States of America while respecting all foreign cultures.
7. Treat violations of this code as inconsistent with my continued position on the Board of Directors, Staff Member or Member of AmCham Estonia.
8. Carefully review the By-laws of the American Chamber of Commerce and promise to fulfill and respect its content and my obligations as a member.

Violations of this code are determined by a two-thirds majority vote of the entire Board of Directors, will be referred to proper authorities where necessary and may be appealed to the General Membership. New membership applications will be based on the same criteria, any violations of a new member not in compliance with this code of conduct will be determined by the board.