P.O. Box 142 Cabin John, MD 20818

## BOARD DIRECTOR AND OFFICER CODE OF ETHICS POLICY AND PROCEDURE

Upon becoming a Board Director or Officer of the Corporation, the General Manager (GM) or Secretary will request that each Board Director and Officer of the Corporation read and sign the Board of Directors and Officers of the Corporation Code of Ethics.

The GM or Secretary will scan the signed Codes, save them on DropBox, and store the hard copies in the file cabinet in the Keisho library room.