



**Construction Specifications Institute
Board of Directors
Letter of Commitment**

The undersigned acknowledges receipt and review of the CSI Board of Directors Governing Policies Manual (the "Policies"); understands that if a Board member has any questions concerning those Policies to contact the Chair or the CEO of CSI; agrees to periodically review the Policies in connection with Board service; and agrees to abide by all the terms and conditions of the Policies as well as the CSI Board Members' Code of Conduct set forth in Policy 2.5, Policy 2.6 Board Members' Individual Responsibilities, this Letter of Commitment, the CSI Articles of Incorporation, Bylaws, and Board resolutions. This document satisfies the requirement of Policy 2.6.1 which requires each Board member to "sign a Letter of Commitment indicating that they have reviewed and committed to abide by CSI's Bylaws and Governing Policies, as may be amended from time to time."

In addition to agreeing to comply with all of the above, the undersigned also agrees to be bound to the following terms and conditions which supplement the requirements set forth in the Policies:

1. Not deceive, misrepresent, or mislead CSI Board members, officers, staff members, managers, supervisors, or other associates, or those with whom CSI has business or other relationships;
2. Make decisions based upon fact and knowledge, rather than speculation or prejudice;
3. Respect the confidentiality requirements for certain information that comes to a Board member's attention and not distribute such information to unauthorized parties. This obligation includes, but is not limited to, maintaining confidentiality and not disclosing or releasing without appropriate approval any information of a confidential or proprietary nature relating to CSI's plans, databases, or membership information; staff performance evaluations and employee information; strategic and financial information and plans not publicly disclosed; contracts with third parties (excluding divisions); risk management/litigation strategies or information; market and competitors analyses; and analyses/recommendations regarding mergers, acquisitions, or disposition of major assets;¹
4. Not obtain a personal advantage or benefit as a result of a relationship established by any director, officer, senior staff member, committee, or task force member in connection with or by use of CSI's name or intellectual property;
5. Not use CSI property, financial resources, or the services of CSI personnel for personal benefit or gain;

¹ CSI will make every effort to note which information, analyses, reports, other materials and associated Board discussions/deliberations are confidential. However, Directors are expected to exercise reasonable caution, prudence, and common sense in determining which information should be kept confidential.



6. Not engage in unethical business practices or any other conduct that adversely reflects upon CSI;
7. Comply with all applicable laws, regulations, or ordinances;
8. Not lend or authorize the use of CSI's name or intellectual property to an activity, program, or service, or oppose any such activity, program, or service sponsored by CSI, without express written permission from the Board;
9. Abuse any privileges granted by virtue of being a member of CSI from others in the industry.

Acknowledged and Agreed

Name (please print) _____

Signature _____

Date _____