
HAWAIIFIRST

CODE OF ETHICS

As Members representing Financial Institutions, and Strategic Partners representing Public Agencies and Private Enterprises, which together comprise HawaiiFIRST, we recognize the importance of codifying and making known to our organization and to the general public, the ethical principles which guide our work within HawaiiFIRST. We understand that anything of a sensitive and/or proprietary nature mentioned in HawaiiFIRST meetings, at HawaiiFIRST activities or written in HawaiiFIRST minutes or materials shall remain business confidential, and will be treated as such. Additionally, we and our guests, shall:

- ◆ Conduct ourselves at HawaiiFIRST functions in a professional business manner.
- ◆ Abide by HawaiiFIRST By-Laws and policies.
- ◆ Properly register at all HawaiiFIRST functions.
- ◆ Not engage in sales activities or solicitation at HawaiiFIRST functions.
- ◆ Not conduct any activity contrary to the purposes and objectives of the coalition.
- ◆ Not distribute materials or post displays of any kind at HawaiiFIRST activities without prior approval of the Board of Directors.
- ◆ Not actively recruit individuals who are employed by fellow HawaiiFIRST Members or Strategic Partners.
- ◆ Not use the HawaiiFIRST name other than in the conduct of HawaiiFIRST business, as determined by the By-Laws and/or the Board of Directors.
- ◆ Not use the HawaiiFIRST membership list, mailing list or any subsets thereof, except for HawaiiFIRST business. Membership lists will not be provided to non-members without Board of Directors approval.

- ◆ Restrict the use of HawaiiFIRST proprietary documents to the use(s) defined by HawaiiFIRST policies and procedures and the Board of Directors.
- ◆ Not publicly disclose verbal or written information pertaining to HawaiiFIRST business without prior written approval of the Board of Directors.

We, HawaiiFIRST's Members and Strategic Partners, adopt this Code of Ethics for the purpose of fostering a free exchange of ideas among Members and Strategic Partners, and to enhance continuity planning throughout the financial industry in the State of Hawaii. We recognize that failing to observe this Code of Ethics could result in a permanent loss of membership.



I HAVE READ AND UNDERSTAND THE HAWAIIFIRST CODE OF ETHICS. I UNDERSTAND THAT A WILLFUL VIOLATION OF THE CODE OF ETHICS, AS DETERMINED BY THE BOARD OF DIRECTORS, MAY RESULT IN REVOCATION OF MY MEMBERSHIP.

SIGNATURE

DATE



HAWAIIFIRST For Continuity Pamphlet #1 Revised: 06/03/2008

HawaiiFIRST

For Continuity

OUR MISSION

HawaiiFIRST For Continuity is Hawaii's financial industry business continuity planning coalition, comprised of volunteers organized:

- ◆ to address Homeland Security issues effecting the financial industry in Hawaii
- ◆ to develop and maintain relationships with City, County, State and Federal Agencies, and private industries, which have an impact on business continuity
- ◆ and, to enhance the financial industry's capability to respond to and recover from disastrous situations.



HAWAIIFIRST

OBJECTIVE

Foster and promote business continuity communications, coordination and cooperation within the financial industry and with City, County, State and Federal Agencies, and other private industries, to develop and execute Homeland Security objectives.

Identify barriers and recommend initiatives to improve business continuity planning, and the timely dissemination of critical Homeland Security information among financial institutions and Strategic Partners.

MEMBERSHIP

Member – Any financial institution, as defined by Hawaii Revised Statutes, or any successor statute, whose admission is approved by the Board of Directors at its discretion, may become a HawaiiFIRST Member upon payment of applicable dues and assessments.

Strategic Partner – Public sector agencies or private sector enterprises, who are committed to improving the financial industry's resiliency and the recovery of the State's economy in the aftermath of a disaster.

DUES AND ASSESSMENTS

Member dues and assessments are based on a pro-rata schedule established by the Board of Directors. Strategic Partners are not subject to dues or assessments.

MEETINGS

Regular meetings are held quarterly as scheduled by the Board of Directors. Regular meetings address ongoing issues which impact the resiliency of the financial industry throughout the State of Hawaii.

Opportunities exist for Special Meetings to address timely issues. All meetings are open to the membership.

BOARD OF DIRECTORS

HawaiiFIRST is managed by a Board of Directors comprised of four Officers: Chairman, Vice Chairman, Secretary and Treasurer. All Officers are elected by the general membership.

AFFILIATION

HawaiiFIRST is a member of the Regional Partnership Council (RPC), which is a member of the Financial Services Sector Coordinating Council (FSSCC), which coordinates policy development and financial sector continuity planning in the U.S. Department of Treasury for the Department of Homeland Security.

CONTACT INFORMATION

Mailing Address:

HawaiiFIRST For Continuity
Attn: Raymond Trombley
59 South King St.
Honolulu, HI 96813

Chairman: Raymond Trombley 694-7125
Vice Chairman: Pamela Divito-Paiaina 203-6413
Secretary: Beatrice Nakauye 844-3634
Treasurer: Michael Shibata 544-6884

Visit us on the Web: www.hawaiifirst.org

REPRESENTATIVE APPLICATION FOR

MEMBER*

STRATEGIC PARTNER*

PLEASE FILL IN THE FOLLOWING:

LAST NAME: _____

FIRST NAME: _____

MI: _____

TITLE: _____

AGENCY OR BUSINESS NAME: _____

P.O. BOX OR STREET ADDRESS: _____

CITY: _____

STATE, ZIP CODE: _____

WORK PHONE: _____

CELL PHONE: _____

WORK FAX: _____

E-MAIL ADDRESS: _____

* Signature under Code of Ethics on reverse side is required for application processing.