

The Way We Do Business

Code of Conduct for Wollondilly Women in Business Network Members

Mission

Our aim is to provide opportunities for both "Professionals" and "Business Owners" to unite, mentor, share experiences, knowledge and testimonies. Encouragement of women to offer support to each other, spend locally and inspire the entrepreneurial spirit of women in our community.

Policy

It is the policy of Wollondilly Women in Business to provide our Code of Ethics and Business Conduct, which will serve as a guide to proper Network conduct for all Members. We expect all Members to observe the highest standards of ethics and integrity in their conduct both in business and within the Network. This means following a basic code of ethical behaviour that includes the following.

- This Code of Conduct applies to all financial members of Wollondilly Women in Business.
- Upon applying to join WWIB, prospective members will be asked to read and agree to abide by this Code before being considered for membership.
- By agreeing to abide by this Code members are bound by the provisions of the Code.

The Code of Conduct Provisions are:

1. Build Trust and Credibility

The success of our network is dependent on the trust and confidence we earn from our Members and from the public when considered as a business support group. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching personal, business and network goals solely through honourable conduct.

When considering any action, it is wise to ask: will this build trust and credibility for my business and for WWIB? Will it help create a working environment in which WWIB can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering "yes" to those questions and by working every day to build our trust and credibility, both as business owners and as members of the WWIB network.

2. Respect for the Individual

We all deserve to work and network in an environment where we are treated with dignity and respect. WWIB is committed to creating such an environment within our network because it brings out the full potential in each of us, which, in turn, contributes directly to our business success.

WWIB is committed to providing a network that is free of discrimination of all types and from abusive, offensive or harassing behaviour. Any Member who feels harassed or discriminated against should report in writing (email is acceptable) any incident(s) to the Secretary for tabling at the next Board meeting. Board meetings will be held monthly.

Social Media provides opportunity for differing levels of both blatant and hidden discrimination or harassment. If Members feel that they or anyone else is being targeted or unfairly treated on a WWIB social

media platform it is important to contact a Board member immediately (digitally or in writing) to have offending posts removed and investigative action started.

3. Create a Culture of Open and Honest Communication

Within Wollondilly Women in Business Network everyone should feel comfortable to speak her mind, particularly with respect to ethics concerns. We have a responsibility to create an open and supportive environment where Members feel comfortable raising such questions. We all benefit tremendously when Members exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

WWIB will investigate all reported instances of questionable or unethical behaviour. In every instance where improper behaviour is found to have occurred, the Board will take appropriate action. We will not tolerate retaliation against Members who raise ethics concerns in good faith.

4. Competition

WWIB is a non-restrictive network in that we do not limit the number of Members in any one industry. This means that there will be competition between members for business and that is as it should be as competition is healthy.

It is the responsibility of Members to act in a fair, ethical and reasonable manner when promoting their business to the Network and on Network platforms. True testimonials and referrals between Members in the WWIB public forums are welcomed but any defamatory or unreasonable comments will be removed and warnings issued to the distributing member. Repeated transgressions will result in disciplinary action.

5. Proprietary Information

It is important that we all respect the property rights of others. Members will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information through this Network.

6. Selective Disclosure

Members will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material non-public information with respect to WWIB, its Members, business operations, plans, financial condition, results of operations or any development plan.

7. Avoid Conflicts of Interest

Members must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions within network relations or in any way damage the reputation or operation of the WWIB network.

No Member may take or distribute Member information to another business network or organisation without the express permission of Members and Committee of WWIB.

Determining whether a conflict of interest exists is not always easy to do. Members with a conflict of interest question should seek advice from the Board.

Any Member who wishes to start up another network within the Wollondilly Shire area must tender their resignation to the WWIB Board first. While it is certainly acceptable for Members to belong to more than one business network, creating another and soliciting WWIB members to attend is not. If you hold, or are appointed to, a leadership position on any other network the Secretary must be notified immediately at

wwib.secretary@gmail.com . At that time the Committee a decision regarding conflict of interest will be made. If it is determined that there is a conflict of interest it might be decided to cancel membership and refund membership fees at a pro-rata amount.

8. Equal Opportunity

From time to time opportunities to promote WWIB and Member business through association with other organisations might arise. Equal opportunity to participate at these times will be given to all members where possible.

Events, meetings and opportunities to participate within WWIB and associated organisations will be advertised on Facebook and where time permits, or it is appropriate, on the WWIB email newsletter and website. WWIB encourages Members to read all email correspondence sent out as this is directed specifically to Members.

If time is limited posts will be made on the WWIB Private Facebook page. All members are invited to participate in this page on joining and it is up to individual members to respond in the manner requested for each opportunity.

An example of this might be a community expo or fair in which WWIB has a sponsored stand and invites Members to help by attending the stand and promoting both WWIB and their own business. In this case it is those who respond to the invitation first who will be selected.

Where a particular industry is holding an event where WWIB may be involved, Members in that industry will be advised by WWIB first, before a general invitation is issued.

WWIB cannot be responsible for any missed opportunities if Members do not ensure emails are accepted and read or unable to attend to Facebook promotions in a timely manner.

9. Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about WWIB policy. If Members are concerned whether the standards are being met or are aware of violations of the Code, they must contact the Secretary in writing or contact a Board member immediately. WWIB takes the standards set forth in the Code seriously, and violations are cause for disciplinary action up to and including termination of membership.

10. Code of Ethics and Business Conduct

To make our Code work, the Board must be responsible for promptly addressing ethical questions or concerns raised by Members and for taking the appropriate steps to deal with such issues. These steps are described below.

11. Complaints

In the event of a complaint against another Member, Committee or Board member Members may email wwib.secretary@gmail.com or write to PO Box 500 Picton NSW 2571.

The complaint will be entered into the Complaints register and the Board will investigate and discuss at the next Board meeting or sooner if deemed necessary. If necessary disciplinary action will be taken. The complainant will be advised of the outcome in writing by the Board.

If the complainant wishes to remain anonymous all efforts to resolve complaints will be made but resolution cannot be reported.

12. Disciplinary Procedures:

Any issues brought to the Board for consideration will be discussed and where appropriate a written warning will be given to any Member found to be violating the WWIBN Code of Conduct. Right of reply is accepted and expected.

An entry will be posted in the Complaints Register noting both the Member raising concerns, a description of the issue(s), the Member about whom the complaint is raised and the actions taken to resolve the issue.

If any Member has 3 complaints raised against them for the same or similar activities and for which warnings have been issued, then membership if WWIBN will be terminated by written notice.

If termination of membership is issued the following will occur

1. Logo and promotional listing will be removed from WWIB website
2. Access to the WWIB facebook pages – both private and public – will be removed.
3. Notification of termination will be advised on the next mailchimp campaign so that other members know that they cannot expect or give member discounts with the terminated member any longer.

The Complaints Register will be held by the Secretary.

13. Resources

The following contacts details are available to Members who wish to raise questions or report issues.

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| Chair and Major Events Officer: | Michelle Leg | wwib.events@gmail.com |
| Secretary and Initiatives Office: | Debra Murtagh | wwib.secretary@gmail.com |
| Treasurer and Committee Co-ordinator: | Brooke Hilton | wwib.treasurer@gmail.com |
| Memberships and Communication Officer | Fern Rice | wwib.memberships@gmail.com |
| Legal Officer | Kim Cooper | kimcooper@pjwlawyers.com.au |

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I, _____, acknowledge that I have read and understood the above Wollondilly Women in Business Network Code of Conduct and agree to abide by the provisions stated therein.

Signed: _____ Date : _____

(returned to WWIBN on _____)

Return by email to: wwib.memberships@gmail.com or

Return by mail to : WWIB, PO Box 500 Picton NSW 2571