

## **Business Women Inspirational Network Code of Conduct**

Business Women Inspirational Network (“BWIN”) is a non-profit 501c3 organization established in the Christian Faith to connect, inspire, motivate and educate business and professional women, bringing them together for the mutual promotion and support of each other and the community.

All Members of BWIN (“Members”) will abide by the following rules and procedures of BWIN (“Organization”).

### **Section A – General**

Members demonstrate courtesy, respect, honesty and fairness in all interactions with all individuals or business associates of the Organization and its Members.

Members exhibit high standards of personal integrity and professional conduct.

Members conduct business operations in an ethical and humanistic fashion.

Members make decisions objectively without regard to personal gain.

If disputes arise, Members disclose the dispute and obtain objective opinions to resolve any apparent conflict of interest.

Members maintain the confidentiality of all records of the Organization in their care and possession, including non-public information about its Members, customers or vendors.

Members do not provide false or misleading information to any party regarding the Organization or the businesses represented, their products or services.

Members protect and use assets of the Organization in a fair and responsible way. Assets of the Organization include, but are not limited to: its Members, products, services, trade secrets, financial resources, and private information.

While representing the Organization, Members do not engage in any activity that is (or gives the appearance of being) unhealthy, unsafe, illegal, immoral or harmful to the Organization, its Members, customers, vendors or environment.

Members demonstrate compliance with health, safety, legal and security regulations applicable to the location of activities.

Members are in compliance with relevant laws, regulations and policies. Where there is dispute with any law, regulation, or policy, Members work with the appropriate parties to resolve the dispute.

## **Section B – Networking with Other Members (“Clients”)**

Members conduct themselves with integrity and credibility to their profession and to the Organization at all times.

Members do not offer any business or service to Clients that may create a conflict of interest in the rendering of services to the Organization.

Members present themselves to Clients in a format that is acceptable to the Organization.

Members conduct themselves in a manner appropriate to maintain the Organization’s image in the community.

When providing professional advice or services, Members do not knowingly misrepresent facts for personal gain or for any other reason not in the best interest of the Clients.

Members do not present themselves to Clients in a misleading manner or seek to obtain Clients by any form of solicitation that is false, misleading or deceptive.

Members undertake only those engagements that they can reasonably expect to complete with professional competence. Members complete the services within the agreed-upon time schedule.

Members adequately plan and prepare for an engagement with Clients. Members exercise due professional care in the performance of an engagement.

Members do not disclose any confidential information obtained from the Clients during a professional engagement.

Members obtain sufficient, relevant data to afford a reasonable basis for any conclusions or recommendations made to Clients.

All Members of the Organization shall abide by this Code of Conduct. Failure to do so may result in the severing of relations with the Organization.