CODE OF CONDUCT

Women In Bio, Inc. (WIB) is an organization of professionals committed to promoting the careers, leadership and entrepreneurship of all women in the life sciences. WIB is committed to maintaining the highest standards of conduct and ethics by fostering a positive environment that is free from violence in any form, whether verbal, physical, and/or implied. WIB staff, volunteers, and members treat each other fairly and without discrimination, harassment, and intimidation based on race, creed, color, religious belief, gender, age, national origin, ancestry, physical or mental disability, veteran status, marital status, or sexual orientation. This Code of Conduct (Code) reflects the principles of behavior that support WIB’s commitment to those high standards. This Code applies to all WIB directors, officers, staff, volunteers, and members. Each director, officer, staff, volunteer, and member is asked to read and understand this Code.

For Members

To fulfill its mission, WIB members are provided ample opportunities to network with fellow, like-minded individuals. Certain provisions of this Code are intended to help ensure the conduct of proper business etiquette within the membership.

The success of the Code depends on all members adhering to its principles. Accordingly, WIB members are expected to:

Respect the time of fellow members. Members should participate in WIB events for their intended purposes and not use them to make “sales pitches” for jobs or business for themselves or their companies. Moreover, Chapter Chairs and heads of chapter committees may not be featured speakers at any WIB events without the approval of the National Executive Team.

Respect the privacy of fellow members:
WIB does not disclose or use for any reason other than for the benefit of WIB, any confidential or proprietary information that is learned by means of involvement with WIB. WIB does not disclose any contact information of any speaker or participant (such as a panel member) at any WIB event. Individuals who have access to or receive confidential information — including but not limited to any membership information — should keep this information confidential, nor should such information be solicited via phone or e-mail. All such information should be presumed to be confidential and should not be disclosed, distributed or disseminated outside of WIB, except where required for WIB-related business reasons. Except where expressly authorized, confidential information of WIB’s sponsors, suppliers and vendors should also not be shared outside of WIB, nor should such information be used other than in the furtherance of WIB’s legitimate purposes. Except for authorized National and Chapter spokespersons for WIB, no one may communicate with the press or the public regarding WIB.
Respect the integrity of the WIB name and materials: The name “WIB” is not to be used in the subject line of an email, or as part of a direct mail campaign or telephone solicitation that is not part of an approved WIB initiative.

Respect the integrity of WIB information and materials: The WIB Membership Directory (the Directory) is a valuable resource. The Directory and general membership information are made available to members for their sole and exclusive use for WIB-related purposes only, and not for any other use including commercial use. WIB prohibits the use or disclosure, dissemination or distribution of any membership information other than in the furtherance of WIB’s legitimate purposes, and no such information may be sold, rented or loaned for any reason. All WIB membership information is proprietary to WIB and use of any member information for the purpose of direct solicitation or mass marketing purposes (including use as a database for print or electronic solicitations) is strictly prohibited. WIB also prohibits any copying, printing, reproduction or use of the Directory or any information contained in the Directory for such purposes.

For Volunteer Leaders

The most essential resource of WIB is its volunteers as they play a particularly important part in executing the work of WIB. National volunteer leaders and Chapter Chairs and Committee Leaders are responsible for providing leadership to volunteers. This includes supporting and valuing the contribution volunteers make to the aims and objectives of WIB, as well as promoting standards of behaviour as outlined in this policy. Volunteer leaders are expected, in terms of their conduct, to serve as an example of how everyone in WIB should conduct themselves in order to reflect the values of the organization.

The Code of Conduct for Volunteers applies to all volunteers within WIB, and each volunteer is asked to read this code as soon as they agree to take on a volunteering role in the organization.

The purpose of the Code of Conduct for Volunteers is to set standards of behavior expected from volunteers of WIB. All volunteers should ensure that they have read and comply with this Code of Conduct.

Volunteers should maintain the highest standards of behavior in the performance of their duties by:

- Fulfilling their role as outlined in their written volunteer role description to a satisfactory standard;
- Acting honestly, responsibly and with integrity;
- Treating others with fairness, equality, dignity and respect;
- Raising concerns about possible wrongdoing witnessed by the volunteer in the course of the volunteer’s role with WIB or with any other director, officer, staff, volunteer, or member;
- Acting in a way that is in line with the purpose and values of WIB and enhances its mission;
- Communicating respectful and honestly at all times;
- Observing safety procedures, including any obligations concerning the safety, health and welfare of other people in line with training provided to volunteers;
- Reporting any health and safety concerns;
- Maintaining an appropriate standard of dress and personal hygiene;

Volunteers are expected **NOT to:**

- Engage in any activity that may cause physical or mental harm or distress to another person (such as verbal abuse, physical abuse, assault, bullying, or discrimination or harassment on the grounds of gender, civil status, family status, sexual orientation, religion, age, disability, or race);
- Be affected by alcohol, drugs, or medication which will affect their abilities to carry out their duties and responsibilities while volunteering;
- Provide a false or misleading statement, declaration, document, record or claim in respect of WIB’s members, volunteers, staff, directors, or officers;
- Engage in any activity that may damage property;
- Take unauthorized possession of property that does not belong to them.
- Engage in illegal activity while carrying out their role.

Where a volunteer is found to be in breach of the standards outlined in this Code of Conduct or any of WIB’s other policies and procedures this may result in the volunteer’s position being terminated. Notwithstanding the foregoing, volunteers should note that the WIB Executive Team may terminate a volunteer’s position without cause.

Volunteers acknowledge that no employment relationship is created in the context of their role with WIB.

In addition to the foregoing, **WIB adheres to the following principles:** WIB is aware of and complies with the laws and regulations in all of the states and countries in which it operates and has chapters, including laws prohibiting bribery, corruption or the conduct of business with specified individuals, companies or countries. If there is a question regarding legal compliance, a director, officer or member should refer the matter to the relevant Chapter Chair or to the Executive Director of WIB for guidance.

WIB members are to avoid activities involving personal interests that create, or have the appearance of creating, a conflict of interest with WIB. A conflict of interest occurs when an individual’s personal interest may interfere with the best interests of WIB. A conflicting personal interest could result from an expectation of personal gain now or in the future, or from a need to satisfy a personal obligation. If there is a question regarding whether a conflict of interest exists or may occur, a director, officer, staff, volunteer or member should refer the matter to the relevant Chapter Chair or to the Executive Director of WIB for guidance.

WIB uses its resources in a secure and appropriate manner. Everyone is expected to protect WIB assets and ensure their efficient use. WIB assets are only to be used in the furtherance of WIB’s legitimate purposes, WIB retains the right to access review, monitor and disclose any information transmitted, received or stored using WIB electronic equipment, with or without the user’s knowledge or consent.

Any violations of this Code may result in an immediate warning from WIB leadership and in the suspension or termination of WIB membership.