



CODE OF CONDUCT

Women in Business Regional Network

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Scope

1. This Code of Conduct applies, where stipulated, to:
 - a. attendees at Women in Business Regional Network badged events.
 - b. financial members of the Women in Business Regional Network; and

Definitions

Attendee: Anyone who is in attendance at a Women in Business Regional Network event – either organised by the network or organised by a Chapter Convenor or Event Convenor. Attendees can include, but are not limited to, speakers, financial members of the network, sponsors, paying and non-paying ticket holders for the event and support staff.

Chapter: A chapter is the physical location or area to be covered by this agreement. Please note: Each chapter must be the subject of a separate agreement and a convenor may be responsible for more than one chapter, provided an agreement is in place for each.

Code of Conduct: This is the set of rules under which the network and its members operate. The Code of Conduct is available on the Women in Business Regional Network website.

Chapter Convenor: The person chosen by the network to act as a contractor to organise and run events in specific chapter areas. There may be several convenors utilised in specific chapters if the role is a shared one.

Convenor: The term “convenor” refers to either a Chapter Convenor or an Event Convenor unless otherwise stated.

Event: Physical or online functions organised by the Women in Business Regional Network or their chapter convenor or event convenor.

Event Convenor: A person chosen by the network to act as the host to organise and run a specific event only.

Member: This refers to a person who has paid for a standard membership or those who are the nominated representatives of a business that has paid for a corporate membership to the Women in Business Regional Network.

Network: This is the Women in Business Regional Network, a social enterprise formed by Carolyn Jeffrey in October 2017 hereto referred to in this agreement as “the network” or “network”.

Network founder: Carolyn Jeffrey is the founder of the Women in Business Regional Network.

Event Attendee Conduct

2. Attendees at network events (whether financial members or non-members) are expected to:
 - a. Respect the rights, dignity and worth of others – treat others as they would like to be treated themselves;
 - b. Be ethical, considerate, fair, courteous and honest in dealings with others;
 - c. Refrain from any form of abuse, harassment, discrimination and victimisation towards others either face-to-face or virtually;
 - d. Keep all conversations at network events – both physical and virtual – confidential;
 - e. Provide and encourage a safe and secure, supportive environment for women in business from regional areas of Australia;
 - f. Show concern, empathy and caution towards others that may be sick, injured or distressed;
 - g. Be a positive role model to others;
 - h. Seek to uplift and empower other regional women in business, particularly if they appear anxious or uncomfortable;
 - i. Ensure any physical contact with others is appropriate to the situation and necessary;
 - j. Ensure any posting of photographs from network events are a tasteful representation of those pictured – only share or publish images which you would accept if the photo was of yourself;
 - k. Respect that the network is comprised of a wide range of different women, personalities and interests.
 - l. Understand and accept that what is a joke to you may not be a joke to others. Be aware of both what is said and body language and be respectful in any response.
3. Event attendees must NOT:
 - a. Denigrate another members' business or another member personally at an event;
 - b. Encourage another person to denigrate another members' business or another member personally at an event;
 - c. Use information gathered from a network function to deliberately copy the actions/business activities of another competitor who was present at the event unless the regional woman in business has publicly encouraged them to do so;
 - d. Seek to dominate network events so others are prevented from speaking due to time constraints;
 - e. Behave in a way which may intimidate others at network events;
 - f. Criticise or otherwise denigrate the size, type or nature of a business of another attendee;
 - g. Reproduce any material provided at network events without the express permission of the author;
 - h. Publish, in any form, photographs from network events without permission from those pictured. NB: The network only photographs and publishes photographs from those who have indicated permission for release of the photographs at the time of booking for events. This permission includes being able to be used in a tasteful manner on social media.

Disciplinary Action

4. In the event that a complaint is made about an attendee's behaviour this complaint will be assessed by the network founder, chapter or event convenor against the Code of Conduct above.
5. Should the network founder, chapter or event convenor deem the complaint in (1) to be an alleged breach of the Code of Conduct they reserve the right to:
 - a. Confidentially speak with the attendee at the function and seek an apology, if deemed a suitable re-course;
 - b. Seek a change of behaviour from the attendee if a confidential conversation is not appropriate;
 - c. Ask the attendee to leave the event, and no refund will be issued.
6. The network founder will then decide whether further action is deemed appropriate which may include a legal recourse.
7. All correspondence and dealings about the breach will remain confidential between the network founder and the accused event attendee.

Member Conduct

8. Women in Business Regional Network financial members are required to:
 - a. Respect the rights, dignity and worth of others – treat others as they would like to be treated themselves;
 - b. Be ethical, considerate, fair, courteous and honest in all dealings with others within the network and outside of the network;
 - c. Be professional in, and accept responsibility for, their actions at all times;
 - d. Be aware of and follow the aims and objectives of the Women in Business Regional Network;
 - e. Understand the possible consequences of breaching the Code of Conduct and/or other network policies;
 - f. Report any breaches of the Code of Conduct and/or other network policies to the network founder at the first available opportunity;
 - g. Refrain from any form of abuse, harassment, discrimination and victimisation towards others either face-to-face or virtually;
 - h. Keep all conversations at network events – both physical and virtual – confidential;
 - i. Maintain the confidentiality of all online conversations through private social media and messaging channels;
 - j. Provide and encourage a safe and secure, supportive environment for women in business from regional areas of Australia;
 - k. Show concern, empathy and caution towards others that may be sick, injured or distressed;
 - l. Be a positive role model to others;
 - m. Seek to uplift and empower other regional women in business, particularly if they appear anxious or uncomfortable at network events;
 - n. Ensure any physical contact with others is appropriate to the situation and necessary;
 - o. Maintain a duty of care towards others;
 - p. Undertake activities to further the aims and objectives of the Women in Business Regional Network;
 - q. Promote, where possible, the benefits of being part of the Women in Business Regional Network to others who may have an interest in the network's activities;
 - r. Ensure any posting of photographs from network events are a tasteful representation of those pictured – only share or publish images which you would accept if the photo was of yourself;
 - s. Respect that the network is comprised of a wide range of different women, personalities and interests.
 - t. Understand and accept that what is a joke to you may not be a joke to others. Be aware of both what is said and body language and be respectful in any response.
9. When making contact with followers of the network, including but not limited to members, event attendees or social media followers and participants, members must not communicate in a manner which could be considered SPAM or harassment and all communication via email or SMS must include an UNSUBSCRIBE or Opt-Out option which must be acted upon.
10. Financial Members must NOT:
 - a. Denigrate another members' business or another member personally, either publicly or privately;
 - b. Encourage another person to denigrate another members' business or another member personally, either publicly or privately;
 - c. Use information gathered from a network function to deliberately copy the actions/business activities of another competitor who is also a financial member of the network, unless the member has publicly encouraged them to do so;
 - d. Purport to be representing the Women in Business Regional Network in any form other than as a member;
 - e. Purport to be speaking on behalf of the Women in Business Regional Network;
 - f. Use the Women in Business Regional Network logo in any form, other than which clearly indicates they are a financial member;
 - g. Seek to dominate network events so others are prevented from speaking due to time constraints;

- h. Behave in a way which may intimidate others at network events;
- i. Use network social media groups and pages to promote products, services and philosophies which may be seen to denigrate others, including actions seen as shaming people over body shape, age, disability or other points of difference;
- j. Criticise or otherwise denigrate the size, type or nature of a business being operated by a regional woman in business; we accept all types of businesses in our network no matter how big, how small, how profitable it is or how much time they spend in their business;
- k. Reproduce any material provided at network events without the express permission of the author;
- l. Publish, in any form, photographs from network events without permission from those pictured. NB: The network only photographs and publishes photographs from those who have indicated permission for release of the photographs at the time of booking for events. This permission includes being able to be used in a tasteful manner on social media.

Disciplinary Action

11. In the event that a complaint is made about a financial member's behaviour this complaint will be assessed by the network founder against the Code of Conduct above.
12. Should the network founder deem the complaint in (1) to be an alleged breach of the Code of Conduct the member will be notified and given seven (7) days to respond to the complaint.
13. The network founder will then decide whether the Code of Conduct has been breached and if disciplinary action, which may include cancellation of membership, is warranted.
14. Should a membership be cancelled a pro-rata refund of the outstanding membership period will be issued within seven (7) days of the notification of the cancellation.
15. All correspondence and dealings about the breach will remain confidential between the network founder and the accused member.
16. The network founder will make every endeavour to maintain the confidentiality of the complainant.