

# Code of Conduct, Waivers & Releases

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## In-Person Code of Conduct, Waivers & Releases

### **Code of Conduct**

WPO is committed to providing a safe, productive, and welcoming environment for all attendees and staff. All participants, speakers, vendors, organizers and volunteers are expected to act with integrity and treat each other with respect and kindness. This applies to all WPO-related events, including those sponsored by organizations other than WPO but held in conjunction with WPO events. WPO has zero-tolerance for any form of discrimination or harassment. WPO reserves the right to take any action deemed necessary and appropriate, including immediate removal from the event and/or organization without warning or refund, in response to any incident of unacceptable behavior, and WPO reserves the right to prohibit attendance at any future meeting, virtually or in-person.

### **Confidentiality**

Confidentiality is a keystone of the WPO. During chapter meetings all participants are reminded that these meetings are confidential, and comments are not to be shared with anyone. By completing a WPO application online, you are agreeing to abide by the confidentiality agreement. Often, financial information will be disclosed and requested to be shared within the group. All members are expected to protect the shared information.

In addition, all WPO materials, including without limitation, practices, programs, systems, procedures, methods, and WPO's "best practices" manual are confidential, may be subject to copyright protection, and may not be disclosed to anyone who is not a WPO member or used for any purpose in competition with WPO or contrary to the purposes of WPO.

Violation of a member's confidentiality obligations can lead to termination of membership. All chapter members and Chapter Chairs must sign a confidentiality agreement in order to join the WPO. The Chapter Chairs must submit copies to headquarters.

### **Waiver of Lawsuit/Liability**

I hereby forever hold the WPO harmless, and, release and waive my right to bring suit against the WPO and its owners, officers, directors, managers, officials, trustees, agents, employees, Chapter Chairs, members or other representatives from any liability for injuries, losses, or damages arising from participation in WPO meetings, events or activities, and/or in connection with exposure, infection, and/or spread of COVID-19, or other illnesses, related to attending in-person meetings or events. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

## **Photo & Video Release**

I give the Women Presidents Organization, and its related entities, permission to use my name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of the Women Presidents Organization activities. I agree that the Women Presidents Organization has complete ownership of such pictures, etc., including the entire copyright, and may use them for any purpose consistent with the Women Presidents Organization's mission. These uses include, but are not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the Internet. I acknowledge that I will not receive any compensation, etc. for the use of such pictures, etc., and hereby release the Women Presidents Organization and its agents and assigns from any and all claims which arise out of or are in any way connected with such use. I have read and understood this consent and release.

## **Online Communications & Code of Conduct**

### **Email Communications Consent**

I am giving WPO explicit consent to send me emails regarding membership, event, WPO related content or partner content; and provide my contact information to fellow members, Chapter Chairs and sponsors.

### **WPO Member Portal**

#### Who can access the WPO Member Portal?

The WPO is pleased to provide you this means through which you can share information and collaborate with others. However, in posting such information ("Content"), you agree to comply with the following requirements, or risk having your Content removed without advance notice by the WPO, and/or rights restricted. Please note that the WPO member portal is to be used by members of WPO only. The content that is displayed in your member portal will automatically vary based on your chapter or membership.

#### What can be posted?

To ensure all interactions within the WPO member portal are safe and friendly, WPO staff will oversee the member portal activity and will review, edit, and delete any inappropriate content that has been submitted. This includes abusive or offensive language, spam, malicious files, or other disrespectful contact. To help provide a productive environment, please report any offensive or suspicious activity to the WPO by emailing [sara@women-presidents.com](mailto:sara@women-presidents.com). Please note that not all user-submitted content is representative of the WPO, nor does it necessarily represent the views of the WPO, its staff or members.

You shall not make libelous, defamatory, harassing or abusive statements, including the "stalking" of other users.

You shall not post Content comprising personal attacks or threats against other users or individuals.

You shall not submit personally identifiable information, images or other likenesses of other persons without their consent.

You shall not post Content that comprises attacks on individuals or groups based on race, gender, sexuality, ethnicity, religious beliefs, or any other classification.

You shall not post Content that is obscene, vulgar or sexually explicit. This prohibition includes the use of abbreviations, asterisks, or other shorthand to communicate such obscene, vulgar or sexually explicit Content.

You agree that use of any WPO sites is strictly for the WPO's stated purposes and not for service or product promotions, the transmission of spam, chain letters, pyramid schemes, or fraudulent or deceptive messages.

You shall not post information affiliated with or promoting political campaigns.

You represent and warrant that the Content submitted by you will not infringe upon or misappropriate any rights of others, including, without limitation, any copyrights, trademarks, trade secrets or other intellectual property rights, rights of publicity, rights of privacy, moral rights or any other proprietary rights of third parties, or violate any applicable law, statute, ordinance or regulation.

### **Use of WPO Membership List**

WPO member lists, including the names of and contact information for members ("member information") are confidential and proprietary information of the WPO. Member information is intended solely for use by members of the WPO for purposes related to their interests as members (as described below), by WPO sponsors and local hosts under the guidelines established by the Board of Directors, and, by WPO staff and Chapter Chairs for WPO business. Member information shall not be used, directly or indirectly, for the benefit of any person or organization except as expressly permitted by the WPO, and specifically shall not be used to solicit members, which can include solicitation to join or establish a competing organization.

Permissible use of member information by WPO members includes:

- Communicating with members about WPO chapter meetings or related WPO business;
- Communicating with members about common business interests; and
- Peer-to-peer networking with members

In general, the WPO shall maintain and enforce a policy that bulk emailing to the entire membership or a significant portion of the membership shall be effectuated only through Headquarters and only for purposes approved in this policy or as otherwise permitted by Headquarters.

Without the consent of the WPO Headquarters, member information may not be:

- Used to solicit money or property other than for authorized WPO purposes
- Used to solicit membership or participation in organizations, programs or events unrelated to the WPO
- Used for any commercial purposes other than the peer-to-peer networking described above
- Used for any purposes unrelated to the business purposes and mission of the WPO, including personal, political or charitable communications
- Sold to any person or entity
- Distributed or made available to any person or entity who is not a member, sponsor or local host
- Copied, reproduced, republished, uploaded, posted, transmitted or distributed for any unauthorized purpose

In each case, common sense and good judgment should be exercised. Any questions concerning this policy should be directed to the Headquarters office by emailing [sara@women-presidents.com](mailto:sara@women-presidents.com). In addition, any request for dissemination more broadly than provided by this policy shall be directed to Headquarters, which, in its discretion, shall make such determination in consultation with the officers of the WPO and/or legal counsel. Unauthorized and improper use of member information will result in termination of membership at the discretion of WPO Headquarters.

WPO Headquarters shall take appropriate and reasonable steps to prevent the sale or other improper use of the member information, including appropriate limitations on access to membership information by non-members and appropriate limitations on availability of member information in electronic form (except for the purposes authorized herein). However, the WPO is not responsible for violations of such policies and practices and assumes no liability for unauthorized use of member information.