

CANADIAN
ASSOCIATION of WOMEN
EXECUTIVES & ENTREPRENEURS



**Canadian Association of Women Executives and Entrepreneurs (CAWEE)
CODE OF CONDUCT**

The Canadian Association of Women Executives and Entrepreneurs (**CAWEE**) is a group of a bright, dynamic businesswomen, meeting regularly in a mutually supportive environment to help build our networks and develop valuable long-term relationships.

CAWEE women are leaders in their fields with strong professional networks. Our executives are typically middle management or of greater seniority within their business, and our entrepreneurs are typically sole proprietors of a business, with or without employees.

- At CAWEE, we exchange ideas, advice, and network in a comfortable, stress-free environment.
- We welcome diversity and encourage you to explore the opportunities CAWEE membership brings.
- Our reputation is largely based upon the high level of integrity and professionalism maintained by all CAWEE members.

Principles - Continued membership in CAWEE requires that each member keep their membership in good standing through regular attendance and payment of dues and to abide by the following principles:

- **Respect:** To treat one another with dignity and fairness, appreciating the diversity and the uniqueness of each individual.
- **Integrity:** To say what we mean, to deliver what we promise and to stand for what we believe is right.
- **Honesty:** To be truthful and straightforward in our dealings with others.
- **Trust:** To build confidence through open, candid communication, to deliver quality referrals and to follow up with all referrals that we receive.
- **Attitude:** To display a positive and supportive attitude to other CAWEE members, potential members, and their clients.
- **Ethics:** To live up to the ethical standards of our professions. Note that any professional standards outlined in a formal code of conduct supersede the above principles.
- **Responsibility:** To uphold these principles and to speak up and report concerns, including violations of laws, regulations and CAWEE policies and to seek clarification and guidance whenever there is doubt.

Networking environment: CAWEE is committed to a positive and productive professional environment. Harassment or discrimination is contrary to this goal and is unacceptable.

Confidentiality: Confidentiality is necessary to protect the integrity and responsibilities of the members. The discussion, minutes, reports and other documents of the members, chapters and committees are confidential to the parties involved in them or officially apprised of them, until such time and to such an extent that they are formally announced, published, or otherwise officially released.

Conflict of interest: Members have a duty to disclose any relationships that would create, or appear to create, a conflict between their personal, firm/employer or other private interests and their responsibilities to CAWEE.

In the event of problems with a member, the Membership Committee may, at their sole discretion, put a member on probation relating to the member's business practices or commitment to CAWEE.