

Article I: Purpose

To establish a code of ethics relative to the delivery of programs and services to the members of Women in Insurance and Financial Services (WIFS).

Article II: Policy & Scope

This policy applies to all members of WIFS. Members elected to the National Board are required to adhere to additional ethics and service agreement standards during their term. Individuals who fail to observe the policy will be subject to loss of membership or board position.

Article III: Member Code of Ethics

- Members of WIFS
- Uphold principles of honesty, truthfulness and integrity.
- Avoid conflicts of interest.
- Treat fellow members, industry partners and staff with dignity, fairness and respect. · Adhere to principles of good corporate citizens.
- Are responsible, transparent and accountable for their actions.

Article IV: Board Member Code of Ethics

- National Board members adhere to WIFS member code of ethics plus
- Abide by the Articles of Incorporation, bylaws, policies and procedures of WIFS. · Exercise reasonable care, good faith and due diligence related to all association matters. · Adhere to the conflict of interest policy including disclosure of controlling interest, financial interest, ownership interest or significant relationship.
- Restrict use of association information to the performance of Board duties only. · Maintain confidentiality related to Board business and related discussion.
- Allocate and manage the association's fiscal resources in a manner consistent with the association's mission and bylaws.
- Represent the brand and mission of the organization in all decision making and communication. · Uphold the highest standards of conduct.
- Utilize their decision-making power for the good of the collective membership. · Ensure delivery of association services to all members without regard for gender, sexual orientation, national origin, race, age, disability, geography, political, religious or socioeconomic characteristics.
- Conduct themselves in the spirit of collaboration, cooperation and partnership. · Listen, respect and consider diverse opinions and formally register dissent as appropriate.

Article V: Oversight

A pool of not less than 9 association members is appointed /re-appointed annually by the President. The purpose of the pool being to formalize a committee of at least 5 pool members to investigate and render decisions related to specific ethics or conflict of interest allegations as they arise. Individuals associated with a specific ethics complaint or report of conflict of interest either via professional, employment or personal relationship cannot be convened.

Article VI: Filing an Allegation

Allegations of ethics violations must include nature of the issue, identification of individuals involved along with supporting documentation and be submitted in writing to the Executive Director. The Executive Director will acknowledge receipt and, upon approval of the President, convene the Ethics Committee and forward documentation.

Article VII: Procedures for Conduct & Discipline

The Ethics Committee investigates code of ethics or conflict of interest allegations on a case-by-case basis. A minimum of 5 pool members are convened to form a Committee, review and rule on specific issues. Each convened Committee is responsible for identifying a Chair to lead the investigation. Rulings are based on seriousness of the issue, the member's history with the organization, ability to take correct action, effect on the organization and other extenuating circumstances. If Committee majority vote deems the allegation warranted of disciplinary action, it will issue a ruling ranging from warning to termination of membership or Board service.

The Committee Chair will notify the Executive Director and President of the outcome of their investigation and ruling within 30 days of receipt. Committee rulings will be delivered to the Board for further action.