



## PROHIBITED USE OF WEN MEMBERSHIP DIRECTORY POLICY AND NON-SOLICITATION POLICY

WEN's mission is to attract more women into energy through outreach programs; retain and develop women in energy by fostering relationships; and develop leadership competencies and industry insight through strategic partnerships with companies, educational institutions, and other organizations.

WEN is an organization that opens doors to develop relationships; **however, soliciting members, as well as speakers, sponsors, public attendees, or other event guests ("any program participant") is prohibited.** As WEN has grown it is necessary for these guidelines to be adapted in order to maintain member loyalty and to remind any program participant that solicitation is prohibited.

Similarly, WEN prides itself on creating, fostering and sustaining a professional and respectful environment that results in a safe community for WEN members and any program participant. Disrespectful actions, including, but not limited to, harassing, demeaning, or degrading in written or oral communications, by any WEN member or any program participant against another can result in the WEN Board of Directors ("the Board") taking remedial actions outlined below.

**Below is the updated non-solicitation policy with which each WEN member and any program participant must comply or face remedial action.**

### **I. Policy on Prohibited Use of WEN Membership Directory Policy**

WEN publishes to its members a membership directory that includes contact information for each WEN member. The function of the WEN Membership Directory is to provide WEN members with information about each other that will help members further the mission statement.

Acceptable uses of the WEN Membership Directory that further the mission statement can include the following examples:

- Connecting with WEN Member volunteer teams, committees, committee leadership, Mentoring Circles, and WEN Member groups to which the WEN Member belongs with regards to a specified activity that WEN Members only receive as a benefit of membership (i.e. volunteering, speaking, mentoring, event planning)
- As an employee of your company, connecting with fellow internal WEN members/corporate members that are within your same company and considered colleagues
- Contacting personal friends (defined as two parties who can each and individually agree to their relationship), that are also WEN Members, with communications that are regarding furthering the WEN mission statement

These examples are defined as networking and connecting purposes with regards to the mission statement. Networking is defined as the cultivation of productive relationships. This is an opportunity to get to know the members and build rapport.

The Board has ultimate and final review of activities that may involve use of the WEN Membership Directory. The WEN Membership Directory is to be used solely in accordance with its stated function and in accordance with the policy outlined above.

Neither the WEN Membership Directory, nor any of the information contained therein, is to be used for any other purpose. Prohibited uses of the WEN Membership Directory include, but are not limited to:

1. Direct, mass or targeted (i.e. specific to the Board, Advisory Council) mailing, including e-mails, letters and distribution lists, or unsolicited telephone calls to WEN members related to the marketing efforts of your company, or for any other non-WEN purpose that does not further the mission

statement. This can include but is not limited to invites to events and conferences, sales pitches, requests for donations, requests for employment, business and/or publicity.

2. Distributing the WEN Membership Directory within your own company or outside your company for use by your company or other companies in connection with marketing efforts or for any other non-WEN purpose.

## II. **Non-Solicitation Policy**

Members and any program participant are not to solicit business before, during, or after all WEN meetings, programs, and events. This means that:

1. Members and any program participant are not to introduce themselves for the primary purpose of selling their products or services or to find employment before, during, or after WEN events. Similarly, members and any program participant are not to conduct any of these activities via e-mail or telephone following an event.
2. Members and any program participant are not to leave invitations, sales or promotional materials on meeting tables, distribute any invitations, sales or promotional materials, or sell non-WEN related materials unless given written prior approval to do so at an exhibits program or through sponsorship approval.
  - For materials not related to a sponsorship benefit, written prior approval will only be given following a collective vote made by the Board.
  - Materials related to a sponsorship benefit are granted approval by the Sponsorship Board Member and/or Elected Committee Chair
3. When conducting meetings with corporate members, sponsors, partners, any program participant, or other WEN members/committees/chapters on behalf of WEN, members and any program participant are not to discuss their products, services or employment unless directly asked by the receiving party. Without an express inquiry, solicitation is strictly prohibited.
4. Members and any program participant are expected to read and advise their guests of the comprehensive WEN non-solicitation policy prior to attending a meeting or event.

The Board will review instances of prohibited use of the WEN Membership Directory and cases related to Prohibited Solicitation before, during, or after all WEN meetings, programs, and events.

The Board may and will take remedial action against any individual, member, or any program participant in the event of non-adherence to these policies.

Such action may range from a private or company-led warning, to suspension of WEN membership for a stated term or a prohibition on attending future WEN events.

WEN encourages members to ask the Membership Director any questions concerning whether a particular planned use of the WEN Membership Directory is in accordance with this policy in advance of such use.

Strict adherence to these guidelines will provide a comfortable, professional and pleasant environment for all WEN members and program participants at WEN events.