

Code of Ethics & Conduct

A guide for ethical internal business dealings within the In Her Shoes Foundation network.

The following rules of ethics and conduct are intended to guide your participation in the In Her Shoes Foundation Organization™ (IHSF). Violations of this code are treated as being inconsistent with mission of IHSF.

OVERALL STATEMENT:

IHSF exists for the purpose of inspiring, connecting, educating and supporting women of all ages and backgrounds.

MISSION STATEMENT:

The purpose of In Her Shoes Foundation™ is to bring together women from all ages and backgrounds; to share ideas, support and inspire the development and maintenance of a positive and healthy lifestyle.

All IHSF participants are therefore encouraged to be a resource in the IHSF community and shall subscribe to the following prior to approval of membership:

GENERALLY:

- IHSF participants are encouraged to support and empower one another, and whenever in a position to do so, connect each other with resources.
- IHSF participants, while in pursuit of their goals, are encouraged to also reach out and mentor one other participant of IHSF.
- IHSF participants shall assist fellow participants, share knowledge and information and encourage them, individually and collectively, to achieve and maintain the highest standards of a positive and healthy lifestyle.
- IHSF participants shall honor their obligations to other participants.
- IHSF participants shall exercise special restraint so as to not propagate negative stereotypes, and will promote diversity/all-inclusiveness in their business practices. IHSF participants shall not discriminate against other participants on the basis of race, color, age, national origin, citizenship status, religion, sex, gender, gender identity or expression, sexual orientation, disability, marital status, military status, genetic information, or any other category protected under the law.

SPECIFICALLY:

1. IHSF participants shall at all times avoid the use of unfair competitive practices and shall not engage in the offer of, nor accept, bribes, kickbacks, or other unethical inducements.

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2. IHSF participants shall accurately represent their (professional) qualifications and experience in all business activities and transactions with each other and shall never deliberately exaggerate their qualifications.
3. Participants agree to collaborate or enter into a business deal with one another only after reaching a clear understanding and outline of the expectations of all of the parties involved and clearly defined areas of responsibility and accountability. Participants are therefore encouraged to have written contracts that protect all parties.
4. IHSF participants shall conduct their professional and personal activities in a way that will honor and not bring shame or reproach to In Her Shoes Foundation. Further, participants shall treat other participants with professional courtesy, dignity and respect and shall maintain the highest standard of professional conduct, honesty and personal integrity in all transactions with other participants.
5. IHSF participants shall refrain from gossip and disruptive talk.
6. IHSF participants shall NOT engage in malicious or deliberately inaccurate criticism of the reputation or work of another participant, and shall at all times, refrain from making false or malicious statements about fellow participants.
7. IHSF participants shall maintain and respect the confidentiality of business and/or personal affairs of fellow participants, and shall refrain from disclosing sensitive information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
8. IHSF participants undertake to never mislead, deceive, dupe, defraud or victimize other IHSF participants, and shall always avoid the use of false, inaccurate or misleading information in their professional and personal business dealings.
9. Participants shall not infringe on another participant's or any other person's intellectual property rights, including but not limited to any copyright, trademark, rights of publicity, or other proprietary rights. Further, participants shall not misrepresent the authorship of work presented in self-promotion or engage in plagiarism and shall avoid using materials originated by others, either orally or in writing, without seeking permission of the originator.
10. IHSF participants shall not use the resources, opportunities and access provided by IHSF to solicit membership for other organizations.

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11. IHSF participants shall make an effort to resolve potential conflicts with other participants as soon as they become evident. Participants shall specifically not harass, abuse, or threaten each other. IHSF participants who may have a dispute with another participant, shall first try to address that participant directly, to effectuate a resolution and reconciliation. If that fails, participants must contact the CEO and submit a written complaint. The termination of any participation in such situations is exclusively at the discretion of IHSF management.

12. IHSF participants shall use other participant's information or any participant directory produced by IHSF only in accordance with the purposes for which such information was shared or created – to facilitate personal and professional contacts for IHSF participants. Participants shall not duplicate, sell or distribute the contents of any participant information or any participant directory, in part or in full, under any circumstances.

13. IHSF participants must contact the CEO directly to express any complaints or concerns about the organization.

14. IHSF reserves the absolute right to cancel or suspend Membership (at its sole discretion) for any reason whatsoever. If IHSF cancels a member's Membership, it shall refund the prorated balance of the annual Membership fee for the remainder of the Membership year paid. Member acknowledges that any and all fees accrued through the date of Member's cancellation shall have been earned by IHSF and shall not be refunded to Member.

15. IHSF participants shall not cause any disturbances or instigate any negative activity within the IHSF organization. Any such perceived activity will be considered collusion and will be dealt with accordingly. This could include termination of membership, as well as pursuing any and all legal recourse available.

16. IHSF reserves the right to amend this Code of Ethics & Conduct at any time.