Member Association
Code of Conduct Toolkit
Summary

June 3, 2022
Our Speaker

• Kathleen Waugh, WEF, Chief Operating Officer
Toolkit Rollout Plan

23 Mar. 2022
Toolkit rolled out to MA staff in session facilitated by WEF outside legal counsel and WEF staff. Session recorded.

31 Mar. 2022
Toolkit rolled out to MA Leaders. Recording and quick reference sheet shared. Resources available online.

19 May 2022
Toolkit shared with Delegates during Quarterly meeting. ONGOING – Please reach out with any questions.
Road to Toolkit

- Developed WEF's Member Discipline Policy and WEF Board approved in 2020
- WEF Board Ethics Subcommittee Formed in 2020
- Developed WEF Member Code of Conduct (Code) with stakeholder involvement and WEF Board approved in 2021
- Implemented Code in WEF membership join/renewal processes in 2021
- Toolkit development in 2022
WEF Member Code of Conduct Goal

• Ensure a professional, safe, and welcoming environment for all
Toolkit Purpose

Provide sample templates/background to assist MAs in developing MA policies and procedures relating to MA member conduct

Clarify:

- When WEF Member Code of Conduct applies
- When MA Member Code of Conduct applies
- Interaction of WEF and/or MA Member Code of Conduct with an Event Code of Conduct
Who Has “Authority” – WEF or MA?

For a MA with WEF/MA members:
- WEF Member Code of Conduct is primary authority for WEF/MA member
- The MA can inform WEF/MA members that the MA follows the WEF Member Code of Conduct; or,
- The MA can have a MA-specific Member Code of Conduct that supplements the WEF Code for WEF/MA members

For a MA with MA-Only members:
- MA should have a MA-specific Member Code of Conduct for their members who are MA-only members (and not a member of WEF)
## Code Application

<table>
<thead>
<tr>
<th>Codes Applicable to:</th>
<th>WEF/MA Member</th>
<th>MA-Only Member</th>
<th>Non-Member</th>
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</thead>
<tbody>
<tr>
<td><strong>WEF Member Code of Conduct</strong></td>
<td>✓</td>
<td></td>
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<tr>
<td><strong>MA Member Code of Conduct</strong></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td><strong>Event Code of Conduct (WEF or MA) Tied to Registration</strong></td>
<td>✓</td>
<td>✓</td>
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Suggested Next Steps

Determine if MA has both WEF/MA members and MA-Only members

Review any/all existing codes of conduct/event codes of conduct including established conduct/discipline procedures

Update or develop MA Code of Conduct and related procedures
- Differentiate when WEF Code applies and when MA-Only Code applies
- Consult outside counsel to ensure “due process”
- Determine whether bylaws change needed (may not be)
- Establish mechanism for “informed acceptance” of the Code as part of membership

Communicate to members
Operationalizing Codes

Online Join/Renew

Application Forms

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>(signature required for all applications. Representative acknowledges the WEF Code of Conduct (<a href="http://www.wef.org/wef-member-code-of-conduct">www.wef.org/wef-member-code-of-conduct</a>) is applicable for all members.)</td>
<td></td>
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Onboard/Renew Engagement Emails

The Water Environment Federation ("WEF") is committed to providing a professional, safe, and welcoming environment for all members and expects members to uphold WEF’s commitment to providing and supporting a positive environment for all WEF members and others affiliated with WEF. View WEF’s membership Code of Conduct at http://www.wef.org/wef-member-code-of-conduct.

Event Code of Conduct

WEFTEC Code of Conduct

You agree to treat all individuals with respect and create a collegial, inclusive, and professional environment. You will value a diversity of views and opinions by communicating openly with respect for others. You shall not verbally abuse any individual; you shall not discriminate, harass, or intimidate on the basis of gender, race, gender identity and expression, sexual orientation, physical or mental disability, physical appearance, age, religion, national origin, veteran status, citizenship, or professional rank. Anyone requested to stop unacceptable behavior is expected to comply immediately. WEF management may take any action deemed necessary and appropriate, including removal from the event (and any remaining portions thereof) without warning and without refund or registration fee.
Look under WEF Leadership Series
March 31, 2022 session to access recordings of March 23 and March 31 sessions.

- https://www.wef.org/membership/wef-member-associations

Questions? Reach out to Kelsey Hurst at khurst@wef.org or Renee Kayal at rkayal@wef.org
Thank you.

Questions?