



Entrepreneurs'
Organization

Code of Conduct

EXCERPT FROM POLICIES AND PROCEDURES

3.0 Code of Conduct (Revised 4 February 2019)

The Entrepreneurs' Organization (EO) is an international organization of leading entrepreneurs that provide exclusive and proprietary peer-to-peer and event-driven learning and networking experiences through global Member relationships and connections for individuals who qualify for membership. The integrity of our organization and the respect by and among our Members are paramount to our long-term success.

As such, confidentiality, courtesy and accountability/fair dealing are the cornerstones of the conduct we expect from our Members and all who interact with our organization.

This Code of Conduct has been adopted to promote and maintain the highest values and best practices for Members of EO worldwide. Adherence to this Code is expected from all EO Members. It is an obligation of members to report behavior that violates this policy in a timely manner. Each EO Member, therefore, pledges to comply with the following standards as a condition of EO membership:

1. CONFIDENTIALITY & PROFESSIONAL CONDUCT

- Respect the confidentiality and integrity of the individuals and the companies with whom I do business and expect the same from them.
- Maintain exemplary standards of professional conduct and high ethical standards in the operation of my company, especially as it may pertain to doing business with other EO Members or in a Forum setting in accordance with all prescribed [EO Policies and Procedures](#).
- Strive to conduct my business and personal affairs in compliance with all applicable laws and regulations,
- Members should not:
 - Coerce, bribe, organize, incite, or otherwise induce EO Members, employees, staff, or volunteers to engage in any violation of applicable law or any practice in violation of EO policies
 - Engage in disruptive, violent, or unsafe conduct that interferes with the Chapter's ability to conduct Chapter business.

2. ACCOUNTABILITY & FAIR DEALING

- Strive to always fulfill my obligations to EO on a timely and productive basis, including prompt payment for all annual dues and events, undertakings to volunteer in connection with events or other EO responsibilities.
- Communicate with the staff and leadership of EO in a timely (generally, within 24 hours), accurate and truthful fashion to facilitate and support the execution of their fiduciary responsibilities.
- Members should behave honestly and ethically at all times and with each other. They shall act in good faith, with due care, and shall engage only in fair and open competition, by treating ethically competitors, suppliers, customers, and colleagues. Stealing proprietary information, possessing trade secret information that was obtained without the Member's consent, or inducing such disclosures by past or present employees of other Members is prohibited. No Member should take unfair advantage of another Member through manipulation,



concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice.

- Members should comply with any applicable business disclosure, securities and anti-trust laws that exist in the jurisdictions in which they operate.
- Avoid Conflicts of Interest. A conflict of interest exists when a Member's loyalties or actions are divided between EO and another organization or employer. Members who are unsure whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss the situation in advance with their Chapter President for clarification.
 - Some examples of the more common conflicts and/or conduct that should be avoided by Members include, but are not limited to:
 - Accepting or offering gifts in exchange for Chapter membership, leadership positions or other related Chapter benefits.
 - Distributing, republishing or using EO's Confidential Information with, or for the benefit of, Non-Members or outside Organizations.
 - Using EO property, information or position for improper personal gain, and no Member may compete with EO directly or indirectly. Members owe a duty to EO to advance its legitimate interests whenever possible.
 - Using proprietary or confidential EO information for personal gain or to the EO's detriment;
 - Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to the EO; and
 - Using, allocating or soliciting Chapter assets (including gifts, loans, etc.) for the personal gain of a Member, Member's family, friends or business.
 - Committing the EO to give its financial support to any outside activity or organization without appropriate written authorization.

3. COURTESY

- Maintain exemplary standards of professionalism, courtesy and respect in my interactions and communications with other Members, EO staff, sponsors, volunteers and all others associated with EO.
- Abide by EO Policies & Procedures, including the Anti-Harassment, Anti-Retaliation & Non-Discrimination Policy and Non-Solicitation policy. Understand that verbal abuse, and unlawful harassment or discrimination as defined in the Anti-Harassment & Non-Discrimination Policy against fellow Members or staff will not be tolerated and may be grounds for expulsion from EO.
- Do not bully, threaten, intimidate, degrade, defame, or attack (verbally or physically) EO Members, prospective Members, volunteers, employees, interns or staff.
- Recognize that diversity and inclusion are important objectives of EO and should be respected and embraced by all Members.

Relating to the Non-Solicitation Policy, understand and acknowledge Members have a right to participate in all EO events and interact with each other in a safe, relaxed and professional environment.

Reporting Procedures. If a Member or EO Chapter or Global Staff believes someone has violated this policy, the Member or Staff should promptly bring the matter to the immediate attention of Chapter



President or Regional Governance Director. The Chapter President must report all such complaints to the Regional Governance Director, unless the complaint is about the Regional Governance Director in which case the Chapter President should report it to the Chair of the Governance Committee or VP of Governance at the staff level.

Investigation Procedures. Upon receiving a complaint, the Chapter will conduct a fair and thorough investigation (See Internal Investigation Guidelines Memorandum) into the facts and circumstances of any claim of a violation of this policy, with the goal of ensuring fairness for all parties. There are two exceptions where the investigation should be immediately referred to the Chair of the Governance Committee: 1) Concerns that reach across Chapters or members from disparate geographical regions or 2) Discrimination, retaliation, or sexual or other Harassment concerns. For all other investigations and to the extent practicable, the Chapter will endeavor to keep the reporting Member's concerns confidential. However, complete confidentiality may not be possible in all circumstances. Members are expected to cooperate in all investigations conducted pursuant to this policy. Failure to cooperate may result in corrective action as defined below.

During the investigation, the Chapter generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. The membership of any Member accused of conduct in violation of this policy may be temporarily suspended from membership status pending the investigation. Upon completion of the investigation, the Chapter will determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation.

Corrective Action. The EO Governance Committee, the EO Board of Directors, or in some cases, the Chapter, will recommend corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if the Governance Committee, EO Board of Directors and, in some cases, the Chapter, in their sole discretion determines such measures are necessary. These measures may include, but are not limited to, terminating Membership, suspending Membership, placing a Member on probationary status, and mandating training as a condition of continued Membership.

The policy described herein applies to EO's internal policies, rules, and procedures. Nothing herein shall prevent a Member from seeking their own legal remedies, at their own expense, to the extent permitted by applicable law.

