

## The Q Network CODE OF CONDUCT

As a nonprofit organization, The Q Network's policy is to uphold the highest legal, ethical, and moral standards. Our partners, donors and volunteers support The Q Network because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The Q Network will comply with all applicable laws and regulations and expects its directors, officers, chapter leaders, consultants and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. In general, the use of good judgment based on high ethical principles will guide directors, officers, chapter leaders, consultants and employees with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of the The Q Network Board of Directors and legal counsel. Employees should contact their immediate supervisor and, if necessary, the Director of Human Resources or CEO. Board members should raise any such concerns with the Chair or the Treasurer of The Q Network's board. In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

The Q Network is dedicated to providing an empowering experience for everyone who participates in our community. Because we value the safety and security of our members and strive to be an inclusive community, we do not tolerate harassment of volunteers, employees, chapter leaders, partners, members or participants.

This Code of Conduct defines the professional, identity-affirming, collaborative, growth-mindset oriented, diverse and challenging but harassment-free experience we work to create, and the procedures for addressing issues, should they arise. Our goal is to create a culture whereby our community members treat each other with respect at all times.

### **Sexual Orientation and Identity**

The experiences of professional and entrepreneurial LGBT+ women, transgender persons, non-binary individuals and allies are at the center of The Q Network's programs, activities and events. Our goal is to elevate the visibility and leadership of our community in industries where historically we have been underrepresented or invisible.

### **Roles and Responsibilities of Allies**

The Q Network embraces collaboration alongside allies. Allies are individuals who do not identify as LGBT+ women, transgender persons or non-binary individuals, but privately and publicly offer support to members of our community and are willing to work towards increasing equality, diversity and inclusion of our members in various industries and business. Even if you identify as a LGBT+

woman, transgender person or non-binary individual, we ask that you reflect on your social position re: class, language, body, legal status and other intersectional areas of privilege and be an ally to people more marginalized than yourself. Being an ally is about actively reframing knowledge and actively changing power dynamics. Here are some guidelines:

1. Have an open mindset, listen and learn, even when you feel confused or uncomfortable.
2. Ask questions and be mindful of differences and sensitivities.
3. Be proactive and seek to educate yourself on LGBTQIA+ issues and current affairs.
4. Promote and give credit to people who deserve it.
5. Support your fellow LGBTQIA+ members and be an ally both publicly and privately.
6. Acknowledge your privilege and be sensitive towards those who may not have it.
7. Stand up and be assertive for those who may experience discrimination around you.
8. Contribute resources: Time. Money. Visibility. Opportunity. Mentorship.
9. We believe in collaboration. Be inclusive and be a vessel that connects members and resources or people.
10. Contribute to The Q Network through funding where you can, this is how we support our Community.

## The Q Network Events

1. Are safe and professional spaces that welcome all members and allies.
2. Are a safe and respectful environment for all participants.
3. Are a place where people are free to fully express their identities and who they are.
4. Ask participants to presume that everyone's ideas, skills, and contributions have value.
5. Ask participants to learn new concepts from people who come from different contexts.
6. Encourage participants to actively solicit consent during interaction.
7. Encourage members and participants to listen as much as we speak.
8. Prioritize access for and input from those who have been excluded from leadership in various industries.

## Demographic Data and Community Visibility

The Q Network exists to promote the visibility of entrepreneurs and business leaders in our community. Our work is out, bold, and public. Internally, we use demographic data about our community to optimize the diversity of our programming and community, and to identify people as experts in certain identities. Externally, we share demographic data from our events with the public and partners. Publicly, we share demographic information from speaker bios we receive and source from credible sources for the purpose of public communication.

If you prefer not to disclose any of your identities, please notify us at:

[tribe@theqnetwork.org](mailto:tribe@theqnetwork.org) or when completing a form.

## Photography, Video, and Social Media

It is our mission to promote visibility of entrepreneurs and business leadership of queer women, trans and non-binary people (and our allies) in our community. At our events, we record photography and video and share these images with our partners, sponsors and online so we can achieve our purpose as an organization. If individuals do not want to be photographed or wish to remain anonymous, they need to notify our staff in person or via our email address:

[tribe@theqnetwork.org](mailto:tribe@theqnetwork.org).

## How We Define Harassment

The Q Network is dedicated to providing a harassment-free experience for everyone regardless of gender, gender identity and expression, sexual orientation, disability, skill set, physical appearance, body size, race, age, nationality, citizenship status, colonial experience, or religion. We do not tolerate harassment of staff, members, chapter leaders, partners, event participants, and attendees. We set a high bar for cross-cultural understanding and welcome everyone to learn from interpersonal incidents as we cultivate understanding of one another's experiences.

Harassment includes but is not limited to: dismissive or demeaning verbal, written, or pictorial communication; exhibition of graphic sexual images; deliberate intimidation; stalking; following; "outing" someone (disclosing personal

information) without their consent; harassing photography or recording; sustained disruption of talks or other events; inappropriate physical contact; persistent mis-gendering after a pronoun preference is communicated; gender binarism; biological essentialism; unwelcome sexual exhibition or attention; unwarranted exclusion; and patronizing language or Action.

## How We Respond to Harassment

If an individual engages in harassing behavior, the The Q Network staff and Directors may take any action they deem appropriate, including warning the offender or expulsion from The Q Network events, membership and network activities.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a The Q Network staff member or volunteer immediately or contact us at. Contact email: [tribe@theqnetwork.org](mailto:tribe@theqnetwork.org). An emergency contact number will be made available publicly. If you cannot reach an organizer and/or it is an emergency, please call the police (10111) and/or remove yourself from the situation. The Q Network staff acknowledge that we are not always in a position to evaluate a given situation due to the number of events and the fact that our team is not always present. However, we are hopeful that by providing these guidelines we are establishing a community that jointly adheres to these values and can provide an environment that is welcoming to all.