



## Code of Conduct

The Women in Manufacturing Education Foundation (WiMEF) Code of Conduct (“Code”) establishes the principles and expectations for professional conduct and ethical behavior for all employees, participants, guests, vendors, facilitators, and presenters (“Participants”) of WiMEF programs and activities.

By adhering to this Code, we foster a positive, inclusive, and respectful environment that aligns with our Guiding Principles and our purpose to serve and support women in manufacturing.

### Scope and applicability

This Code applies to all employees, participants, guests, vendors, facilitators, and presenters (“Participants”) of WiMEF programs and activities regardless of their role or location.

### Guiding Principles

#### MISSION

To build a skilled, diverse, and resilient manufacturing workforce where women achieve, lead, and succeed. We provide women with valuable connections, access to career pathways, and best-in-class programming at all stages of their manufacturing careers.

#### VISION

The Women in Manufacturing Education Foundation exists to close the gender gap, increase the number of women in leadership, and inspire the next generation of women in manufacturing.

#### VALUES

##### BELONGING

- We cherish all perspectives and experiences
- We treat everyone with kindness, dignity, and respect
- We embrace authenticity

##### OPPORTUNITY

- We unlock potential
- We develop leaders
- We are adaptable and resourceful

##### LEARNING

- We cultivate and share knowledge
- We listen and evolve
- We honor growth

##### COURAGE

- We embody our mission and boldly pursue our vision
- We do the right thing even when it is difficult
- We challenge the status quo

##### ACCOUNTABILITY

- We achieve our goals
- We deliver results
- We serve with integrity

##### TEAMWORK

- We invest in relationships
- We foster collaboration
- We win together and celebrate achievement

## Professionalism

Participants are expected to conduct themselves in a professional manner at all times. This includes punctuality, reliability, active participation, and commitment to delivering high-quality work.

## Respect and inclusion

We value diversity and are committed to fostering an inclusive environment where all participants feel valued and respected. Harassment, discrimination, or any form of bullying will not be tolerated.

## Integrity and ethics

Participants are expected to act with integrity and uphold the highest ethical standards in all interactions. This includes avoiding conflicts of interest. Participants should act in the best interest of the program.

## Confidentiality

Participants have an expectation of privacy and confidentiality with this program. Many of the benefits associated with this program come from personal expression, vulnerability, and the trust that participants build with one another. All participants will honor the privacy and confidentiality of their fellow participants.

Participants will not share program recordings, materials, or interactions via technology or social media platforms.

WiMEF programs practice the [Chatham House Rule](#): "...participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed."

## Conflict Resolution

Any conflicts should be resolved in a professional and respectful manner. Participants are encouraged to seek assistance of program facilitators or WiMEF staff should a conflict arise.

Participants are encouraged to report any unethical behavior or violations of this Code. WiMEF staff is committed to protecting the anonymity and safety of those who report misconduct. Reports should be made to Women in Manufacturing Education Foundation Executive Director, Gretchen Moore at [gmoore@womeninmfg.org](mailto:gmoore@womeninmfg.org) or 216-402-5255.

Violation of this Code can result in suspension or removal from the program and a prohibition against participation in other WiMEF programs and activities.

Your participation in WiMEF programs indicates your consent to this Code. Some WiMEF programs require participants to sign a document prior to participation.