

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.

19 May 2022

Toolkit shared with Delegates during Quarterly meeting.

ONGOING – Please reach out with any questions

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

31 Mar. 2022

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

A vertical splash of water on the left side of the slide, with bubbles and a yellow speech bubble icon at the top left.

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

	Codes Applicable to:		
	WEF/MA Member	MA-Only Member	Non-Member
WEF Member Code of Conduct	√		
MA Member Code of Conduct	√	√	
Event Code of Conduct (<i>WEF or MA</i>) Tied to Registration	√	√	√

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](#)

3. Forms

Code of Conduct

The Water Environment Federation (WEF) is committed to providing a professional, safe, and welcoming environment for all who participate in WEF activities. WEF members are expected to uphold WEF's commitment to providing a safe and supportive environment for all WEF members and others affiliated with WEF. This includes, but is not limited to, conduct such as exhibiting common courtesy and civility at WEF functions; acting in a businesslike, ethical and professional manner; supporting diversity, equity and inclusion throughout WEF and in WEF activities; and refraining from discriminatory or harassing behavior directed towards anyone participating in WEF activities. Pursuant to this Code, the WEF Board of Trustees is empowered to investigate complaints of misconduct, and members who do not uphold the Code may be subject to loss of WEF membership. WEF's Code of Conduct may be accessed here: www.wef.org/wef-member-code-of-conduct. Thank you for your WEF membership and thank you for being part of creating a safe and welcoming environment for all who participate in WEF.

* I agree to the terms and conditions.

Application Forms

Signature _____ **Date** _____
(Signature required for all applications. Representative acknowledges the WEF Code of Conduct (www.wef.org/wef-member-code-of-conduct) is applicable for all members.)

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.

Toolkit Quick Links and Questions

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?