

WTS International Member Code of Conduct

Updated: July 2023

1 PURPOSE

This document sets the code of conduct expected of all members of the Women's Transportation Seminar (WTS International). It applies to all members, irrespective of their membership type, the role they fulfill, or the jurisdiction in which they live or work. By joining as a member of WTS you indicate that you accept and will abide by the Membership Code of Conduct as published.

2 PREAMBLE

More than 8,500 transportation professionals across North America and the globe call WTS International their professional home. WTS International and its members advocate for equity and access in the transportation industry by attracting, sustaining, connecting, and advancing women. With this role comes a great responsibility for members to commit to ethical standards that promote the goal of changing the transportation industry for the better.

To join WTS International is to commit to work in accordance with its ethical standards. This document sets the code of conduct expected of all members of WTS International and is a condition of membership.

WTS International's Membership Code of Conduct embody aspirational ethical standards for its members, Board, Committees, Task Forces, and Chapters. The aspirational ethical standards describe the conduct that individuals strive to uphold as WTS International members. Although adherence to the aspirational ethical standards is not easily measured, conducting themselves in accordance with these ethical standards is an expectation that members have of themselves as professionals. Among the aspirational ethical concepts which this Membership Code of Conduct embraces are those of **respect, responsibility, justice and fairness, diversity, equity, inclusion, and honesty.**

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- **Respect** is demonstrating a high regard for one's self, others, and the resources entrusted to them. Those resources may include people, money, reputation, the safety of others, and natural or environmental resources. An environment of respect engenders trust, confidence, and performance excellence by fostering mutual cooperation- an environment where diverse perspectives, identities, and views are welcomed, encouraged and valued.
- **Responsibility** is taking ownership of the decisions one makes or fails to make, the actions one takes or fails to take, and the consequences that result. Acting responsibly includes being self-aware and mindful of one's impact on others. Promoting responsibility fosters an ethical culture through one's work.
- **Justice and Fairness** refers to equitable treatment and access and requires fairness. Fairness is making decisions and acting impartially and objectively. A member's conduct must be free from competing self-interest, prejudice, and favoritism. The terms "justice" and "fairness" are often used interchangeably. Justice is at a systemic level whereas fairness deals with making judgments that are concrete and specific to a particular situation. Justice and Fairness demand a genuine respect for both people and perspectives.
- **Honesty** is understanding the truth and acting in a truthful, non-deceptive manner in one's communications, conduct, and business activities.
- **Diversity** refers to the composition of a group of people from any number of demographic backgrounds, identities (innate and selected), and the collective strength of their experiences, beliefs, values, skills, and perspectives. Championing diversity involves the consistent practice of embracing people without any limitation being made due to their race, color, ethnicity, religion, nationality, gender, gender expression, gender identity, sexual orientation, mental or physical abilities, genetic information, veteran or socioeconomic status, marital status, nationality, age, language or other similar attributes.
- **Equity/Equitable Environment** challenges intentional and unintentional forms of bias, harassment, microaggressions, and discrimination and promotes alternative, progressive actions. Because an environment can be welcoming and inequitable, attention is paid to

recognizing and eliminating barriers to full participation at individual and systemic levels. An equitable environment provides beneficial opportunities for all populations.

- **Inclusion** is the act of establishing philosophies, policies, practices, and procedures so that organizations and individuals contributing to the organizations' success have a more level playing field to compete, and access to opportunities, information and resources. All people feel welcomed into processes, activities, decisions, and policy-making that acknowledge power imbalances and share opportunities.

3 REFERENCES

This document references the following other WTS International documents:

- Anti-harassment policy
- Articles of Incorporation
- Bylaws

4 CODE OF CONDUCT

As a WTS International Member, I will:

- Abide by the rules of WTS International as set out in its Articles of Incorporation and Bylaws;
- Uphold the WTS International Mission, Vision, and Guiding Principles;
- Commit to the following WTS International's Core Values of collaboration, future-focused, professional, and inclusive;
- Commit to advancing WTS International's strategic vision, including the goals of organizational excellence; member and organization engagement; access, equity, and opportunity; education, programming, training, and advocacy; and being data-informed;
- Uphold the reputation and good standing of WTS International;
- Act with integrity and respect others;
- Champion diversity, equity, and inclusion;

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- Act, support, respect, and abide by the appropriate laws and in general that apply to personal conduct;
- Act in the general interest and will not use my position to unfairly benefit myself, my employer, my Chapter, or others;
- Promptly pay membership fees as part of continued membership and keep my information updated;
- Will not knowingly hold, assume, or accept positions in which interests conflict with my commitment or role to WTS International;
- Will not make any statement on behalf of WTS International or WTS entity or purport to represent WTS International through any public medium, including digital social media, unless authorized to do by so WTS International;
- Will reject and will not make any offer of bribery or unethical inducement;
- Conduct all business with WTS International and its partners with professionalism, honesty, and respect;
- Respect the confidentiality of information gained through volunteering and membership of WTS International;
- Adhere to WTS International policies as posted including the anti-harassment policy; and
- Adhere to zero tolerance of harassment, bullying, and/ or discrimination.

5 DISAGREEMENT OR COMPLAINTS

Should a member fail to meet the conditions in this Code of Conduct, WTS International may, at its sole discretion, decide on the appropriate action to take. WTS International reserves the right to revoke membership that has been granted if a member violates the Membership Code of Conduct.

To make a formal complaint or report an infraction of the Code of Conduct please send your grievance to WTS International headquarters, directed to the President & CEO at:

- 1501 M Street, NW, Suite 240, Washington, DC 20005 or
- By email to helpdesk@wtsinternational.org and copying in the President & CEO directly at stickler.sara@wtsinternational.org.

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Grievances will be investigated by a cohort of WTS International staff, WTS International Board of Directors, and legal counsel as applicable, and a final outcome notification will be provided in writing within 90 days.

At times, full details of the outcome may not be available to the complainant due to legal proceedings or privacy laws, however, notification of action will be sent.

Questions on the Membership Code of Conduct or status updates on grievances can be directed to WTS International via helpdesk@wtsinternational.org.