



A non-profit 501(c)(3) organization with the mission of promoting Women in Music, locally, nationally, and globally, through contacts, articles, interviews, newsletters, events, courses, clinics, workshops, lectures, research, history, archives, websites, film, audio and video recording, concerts, performances, and recognition.

Since 2007, a non-profit 501(c)(4) organization with the mission of promoting Women in Music, locally, nationally, and globally, through contacts, articles, interviews, newsletters, events, courses, clinics, workshops, lectures, research, history, archives, websites, film, audio and video recording, concerts, performances and recognition.

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and Women in Music Serbia*

**194 Ed Ward Road, Clarendon, NC 28432**

### **CODE OF CONDUCT**

The following Code of Conduct applies to all employees, board members, and advisors to Women in Jazz South Florida, Inc. (WIJSF). These stipulations

1. Prohibit real and apparent conflicts of interest that may arise among officers, employees or agents, or any member of his or her immediate family, his or her partner or an organization that employs any of the indicated parties.
2. Cover organizational conflicts of interest, If applicable.
3. Prohibit the solicitation and acceptance by employees, of gifts or gratuities in excess of minimum value; and
4. Provide for administrative and disciplinary actions to be applied for violations of such standards.

WIJSF agents, business partners, and third parties must adhere to the highest standards of ethical conduct at all time.

WIJSF 7 Ethical Principles are:

1. Honesty and Integrity
2. Fairness of commercial practices
3. Data confidentiality
4. Professional behavior
5. Professional skills and added value
6. Social respect
7. Environmental care

Those principles are defined to guide the way we do business together.

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### Ethics and code of conduct objectives

This code allows WIJSF to share its ethical principles with agents, business partners, and third parties.

### Ethical Principles

The purpose is to raise awareness about ethical values and make sure that business practices are ethical, at all times.

We ask WIJSF agents, business partners, and third parties to comply with the group ethical and organizational values and uphold these through their own behavior and decision-making when working with WIJSF entities. This document further explains the 7 Ethical Principles shared across with our agents, business partners, and third parties. We request your company to apply those principles so that we can do business together.

Agents, business partners, and third parties engaging in unethical or illegal behavior when making business linked to WIJSF will be subject to termination. WIJSF will refer cases to government authorities when appropriate.

### Honesty and Integrity

Compliance with rules and regulations

Agents, business partners, and third parties must be aware of the rules and regulations applicable and make sure to comply with them. This is to avoid financial penalties or criminal prosecutions and to maintain our reputation.

Sometimes, it is a challenge to understand the local laws and how the laws of the United States or Europe may extend to our operations. However, there is no excuse not to comply with them.

Honesty, Integrity, and Loyalty in the day-to-day operations and in the means to conduct business

Beyond simply obeying the law, we also ask each agents, business partners, and third parties to conduct business with honesty, integrity and loyalty. Honesty must be a focus in all our business

affairs. Information provided to our business partners or shared by them must always be truthful and never misleading.

## Fairness of commercial practices

Corruption, bribery, money laundering, embezzlement strictly prohibited

Any improper payment to gain advantage in any situation is never acceptable, whatever the context or the geographic area.

WIJSF must comply with the FCPA (Foreign Corrupt Practice Act) which highlight the following main rules applicable to all employees and to partners of WIJSF (including agents, business partners, and third parties):

- It is strictly prohibited to authorize, offer or provide anything of value (cash, cash equivalents, gifts, charitable contributions, grants, sponsorships, trips, investments, entertainment, accommodations, commitments to invest in businesses that are unrelated to the agreement with a third party, and anything else of tangible or intangible value) to a Foreign or National Government Official for the purpose of obtaining or retaining business, securing a business advantage, or redirecting business to anyone.
- No cash payments should be made to any Foreign or National Government Official.
- Any payment, gift, or benefit given to a private person (non-government official), directly or indirectly, must be reasonable and customary, not lavish, or excessive.
- Corruption, bribery, money laundering, embezzlement, unlawful or improper means to conduct business, securing improper advantage are strictly prohibited. In case of any doubt on the adequacy of a business practice, employees are requested to address the issue to the hierarchy and/or Top Management.
- Further to these rules, the company has a Gifts and Entertainment Policy that provides guidelines to WIJSF Employees for the business-related gifts and entertainment given or received by our company and those acting on its behalf. In no circumstances, should our agents, business partners, and third parties be used to make gifts on behalf of WIJSF subsidiaries.
- On the other hand, WIJSF employees are requested not to accept gifts or favors from business partners third parties except business meals paid by the business partner (as long as the business partner is present during the meal and that the meals are not frequent), except invitations to partners seminars or events, except demo products provided without charges by vendors and except gifts with a value lower than 50 dollars received only once a year and related to a very particular event (end of year chocolates or bottle of wine for example). Our agents, business partners, and third parties must never be used to change a gift to something that appears to be a service.

## Declaration of any potential conflict of interests to the hierarchy

A conflict of interest appears when your personal interest or one of our employees may drive to make a decision that is not in the best interest of the company. It is required to alert WIJSF in case there is any doubt on a potential conflict of interest or on the potential appearance of a conflict of interest.

## Commercial documents to be made with highest ethical standards

It is never acceptable to make any false, inaccurate, or misleading commercial documents or business documents. Commercial documents (such as invoices, delivery notes, credit notes, or purchase orders) must be made with highest ethical standards.

The products or services sold must be described on the invoices and the description must be in line with the items shipped or the real service rendered by agents, business partners, and third parties.

WIJSF can sell only items for which the company is a “certified distributor” or has an agreement with the vendor.

## **Compliance with Import and Export regulations**

We do have international trading activities that are subject to regulatory restrictions. Specific authorizations from local or US authorities may be requested before importing or exporting goods (tangible or intangible). Agents, business partners or third parties used for importing or exporting products distributed by WIJSF are responsible for complying with all international trade control laws (ITC) and with any export/import regulations applicable to the transaction.

## **Data confidentiality**

No unauthorized disclosure of confidential information

Agents, business partners, and third parties must safeguard WIJSF intellectual property and confidential information that they may receive for business purposes (for example financial results, plans, pricing, customer or supplier information or lists, sales figures, strategic information, any information that is private to our company).

## **Professional behavior**

Awareness of clients and vendors expectations

We invest in having long term relationships with our clients and vendors. We value those relationships and always want to keep on top of their expectations and to meet all of our commitments. Our agents, business partners, and third parties are invited to work with the same values.

Fraud or any business crime is strictly prohibited by agents, business partners, and third parties committed to doing business with highest integrity.

## **Professional skills and added value**

It is our agents, business partners, and third parties' commitment and duty to provide high quality service and added value.

## **Social respect**

Respect of people

WIJSF promotes a culture of respect of people at the workplace as well as in the employment process.

WIJSF forbids harassment in any form, intimidation or offensive work environment and expects the same from its agents, business partners, and third parties.

## Promotion of cultural differences

WIJSF is an international company and one of our strengths is being multinational. We strive to create an international environment and to promote cultural differences.

No discrimination of any type is acceptable within the organization.

## Environmental care

The products we are distributing are often subject to recycling laws but beyond those laws it is important to have the end-users sensitized about their recycling duties so that the impact of the products we distribute on the environment is minimized. Agents, business partners, and third parties who are in contact with end-users or resellers are highly encouraged to raise awareness with them about environmental care.