



## **Prohibited Use of Membership Directory and Non-Solicitation Policy** *For Use by the Women's Energy Network*

*Last updated January 2023*

WEN's mission is to attract more women into energy through outreach programs. We will retain and develop women in energy by fostering relationships, developing leadership competencies and industry insight through strategic partnerships with companies, educational institutions, and other organizations. WEN is an organization that opens the doors to develop relationships with other members; however, soliciting to members is prohibited. Over the years a policy has been set for non-solicitation of members. As WEN has grown it is necessary for those guidelines to be adapted in order to maintain member loyalty and to remind those members that do solicit that it is prohibited.

Below is the new non-solicitation policy to which each WEN member will be required to adhere.

### **I. Policy on Prohibited Use of WEN Membership Directory Policy**

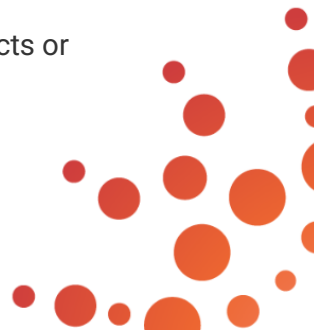
WEN publishes to its members an online membership directory that includes contact information for each WEN member. The function of the WEN Membership Directory is to provide WEN members with information about each other that will help members further the purpose of WEN, which is to provide networking opportunities for women professionals in the energy industry and to foster their career development. For example, it is acceptable to use the WEN Membership Directory for WEN members to contact one another for networking purposes. Networking is defined as the cultivation of productive relationships. This is an opportunity to get to know the members and build rapport. The WEN Membership Directory is to be used solely in accordance with its stated function. Neither the WEN Membership Directory, nor any of the information contained therein, is to be used for any other purpose. Prohibited uses of the WEN Membership Directory include, but are not limited to:

1. Mass or targeted (i.e., Board, Advisory Council) mailing, including e-mails and distribution lists, or unsolicited telephone calls to WEN members related to the marketing efforts of your company, or for any other non-WEN purpose. This includes invites to events, conferences, etc.
2. Distributing the WEN Membership Directory within your own company or outside your company for use by your company or other companies in connection with marketing efforts or for any other non-WEN purpose.

### **II. Non-Solicitation Policy**

Members are not to be openly solicited for business during WEN meetings and events. This means that:

1. Members are not to introduce themselves for the purpose of selling their products or services or to find employment before, during or after WEN events.





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2. Members are not to leave promotional materials on meeting tables or openly distribute such during WEN meetings unless given written prior approval to do so at an exhibits program or through sponsorship approval.
3. When conducting meetings with corporate members, sponsors, partners or other WEN members/committees on behalf of WEN, members are not to discuss their products, services or employment unless directly asked by the receiving party. Without an express inquiry, initiated by a board member or during a sanctioned exhibits program, solicitation is strictly prohibited.
4. Members are requested to advise their guests of the WEN non-solicitation policy prior to attending a meeting or event. The WEN Board of Directors will review instances of prohibited use of the WEN Membership Directory and cases related to Prohibited Solicitation at WEN events. The Board may take remedial action against any individual WEN member or all WEN members from a particular company in the event of non-adherence to this policy by a member and/or a company associated with WEN members. Such action may range from a private or public reprimand to suspension of WEN membership for a stated term. WEN encourages members to ask the Membership Director any questions concerning whether a particular planned use of the WEN Membership Directory is in accordance with this policy in advance of such use. Strict adherence to these guidelines will provide a comfortable, professional, and pleasant environment for all WEN members and attendance at WEN events.

## **Non-Solicitation Policy Scenarios/FAQs**

### ***For Use by the Women's Energy Network***

1. I am currently unemployed, looking for a change in my career, or my company is going through a lay-off. Can I network with women in WEN to find a new job?
2. I am an executive recruiter and I place women in the energy industry, can't I network within WEN to not only grow my business but also help members as well?
3. My company hosts educational sessions that would be helpful for women in the energy industry, can I just add the women from WEN to the distribution list to receive information? If they are not interested, they can opt to not receive any additional communications....
4. I am an executive career coach and motivational speaker, can I sign up to mentor and speak at the WEN luncheons?
5. Is it okay for me to sign up to be a greeter and welcome people to WEN events and pass out by business cards?
6. I work for a consulting company (i.e., law firm, accounting firm, marketing firm, etc.) and I can help a lot of our members through services offered by the company. Can I talk to WEN members about who they know within their companies to help me get a foot in the door and sell services?