

CODE OF ETHICS AND CONDUCT

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I. PURPOSE

Whenever people are required to work together for any reason, they need to understand what their ethical responsibilities are and they need certain guidelines to govern their personal conduct and relations. Portland Fashion Week considers adherence be an important responsibility.

These guidelines are a necessary part of managing our non-profit organization, however, this policy is not intended to cover every aspect of ethics, behavior and conduct. In absence of written policy, common sense, respect, manners and good taste can be made.

II. INTRODUCTION

As a matter of fundamental principle, Portland Fashion Week, a nonprofit organization, represents the community and therefore should adhere to the highest ethical standards because it is the right thing to do. Sponsors, Donators, and volunteers, and the community itself, support Portland Fashion Week because they trust all its representatives to carry out their missions, be good stewards of their resources and to uphold rigorous standards of conduct.

But Portland Fashion Week, at its base, is made of up people; board members, executive leaders, staff and volunteers, who are responsible to demonstrate their ongoing commitment to the core values of integrity, honesty, fairness, openness, respect and responsibility.

III. STATEMENT OF VALUES

Portland Fashion Week's code of ethics is built on a foundation of shared values:

- Promoting community, ecology, slow fashion and sustainability.
- Inclusiveness
- Accountability and transparency (includes openness, honesty, trust and integrity)
- Innovation and excellence (including collaboration, and commitment)

These values lead directly to the Code of Ethics that follows.

IV. THE CODE OF ETHICS

A. Personal and Professional Integrity

Board members, executive leaders, staff and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of Portland Fashion Week, a non-profit organization which promotes a working environment that values respect, fairness and integrity.

B. Mission

Portland Fashion Week shall have a clearly stated mission and purpose, approved by the Board of Directors, in pursuit of the public good. The Portland Fashion Week mission is to "Recognize the unique talents of eco-chic designers, while promoting community, ecology, slow fashion and sustainability." Portland Fashion Week shall support that mission and all who work for or on behalf of the organization will understand and be loyal to that mission and purpose. The mission shall be responsive to the constituencies and communities served by Portland Fashion Week and of value to the society at large.

C. Governance

Portland Fashion Week is organized with a professional paid staff overseeing a significant number of volunteer workers, people who provide much of the individual services.

The seven-member Board of Directors oversee the work of Producers who oversee the volunteers and technical support facilitators. They are also responsible for the following:

- Planning and Policy Development
- Community and Organizational Development
- Fundraising and Support Development
- Vision and Mission Implementation

- Goal Setting and Benchmarking
- Expansion Development

D. Legal Compliance

Portland Fashion Week will be vigilant in compliance with laws, regulations and applicable conventions that govern and regulate our organization.

E. Responsible Stewardship

Portland Fashion week shall manage its funds responsibly and prudently. This should include the following considerations:

- It spends a reasonable percentage of its annual budget on programs in pursuance of its mission
- It spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management
- Portland Fashion week compensates staff, and any others who may receive compensation, reasonably and appropriately
- Portland Fashion Week has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs
- Portland Fashion week will maintain an appropriate level of funds to maintain our mission and purpose and not accumulate excessive reserve funds
- Portland Fashion week ensures that all spending practices and policies are fair, reasonable and appropriate to fulfill the mission of the organization; and, all financial reports are factually accurate and complete in all material respects

F. Openness and Disclosure

Portland Fashion week shall provide comprehensive and timely information to the public and the media and will be responsive in a timely manner to reasonable requests for information. All information about Portland Fashion Week will fully and honestly reflect the policies and practices of the organization. Basic informational data about the organization, such as the Form 990, reviews and compilations, and audited financial statements will be available to the public.

G. Sponsorships/Donations

Portland Fashion Week shall raise funds from sponsors and donors and be truthful in solicitation materials. In raising funds, Portland Fashion Week will respect the rights of sponsors and donors as follows:

- The gifts will be used for the purposes for which they were given
- The Sponsor/Donor will receive appropriate acknowledgement and recognition
- The Sponsor/Donor can expect that all relationships with individuals representing Portland Fashion Week will be professional in nature
- The Sponsor/Donor can feel free to ask questions when making a donation and to receive prompt, truthful and forthright answer

V. THE CODE OF CONDUCT

A. The Staff Code of Conduct

The following section articulates Portland Fashion Week's expectations regarding the behavior of board members, executive leaders, staff and volunteers. These expectations represent a standard of conduct to which all should strive. While failure to uphold these standards at all

times and in all situations may not be grounds for disciplinary action, repeated failure or unwillingness to conform to this code of conduct may be cited as a performance deficiency resulting in dismissal.

Board members, executive leaders, staff and volunteers:

1. **Accountability:** Accept responsibility for their decisions, for the foreseeable consequences of their actions and their inactions, and for setting an example for others.

2. **Civility:** Are committed to working and supporting a work environment that creates an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each other.

3. **Collaboration:** Will cooperate and contribute to the common good of Portland Fashion Week. Will be helpful and supportive of each other. Will never publically express sarcasm, ridicule or cynicism of one another or others in the fashion industry. Refuse to engage in negative gossip regarding others within the Portland Fashion Week organization. Will tolerate risk taking, allowing others to make mistakes, and accept errors as learning experiences.

4. **Maturity:** Accept responsibility for own actions, inactions, errors, and omissions. Accept the special obligation of modeling emotional self-control in Portland Fashion Week work environment. Give and receive constructive criticism with openness and a positive attitude, understanding that there is always room for improvement. Refrain from behaviors that reflect negatively upon oneself or Portland Fashion Week.

5. **Professionalism:** Behave in a professional manner at all times. Pursue the highest standards of neatness and timeliness and produce work that meets the highest possible degree of quality. Be courteous, pleasant and considerate. Conscientiously work at maintaining positive working relationships with others. Never engage in workplace behavior that could possibly be misconstrued by others as mean-spirited, abusive or unprofessional, regardless of the intent.

6. **Respect:** Demonstrate respect of other people at all times. Treat others as one would want to be treated, with dignity and respect.

7. **Trustworthiness:** Keep promises, fulfill commitments, and abide by the letter and well as the intent of all agreements.

B. Personal Appearance

Portland Fashion Week's reputation is driven by conscientious fashion style sense which is an integral part of its reputation, and as a non-profit organization, it works for the community. Therefore, all its representatives; board members, executive leaders, staff and volunteers need to adhere to the following dress code:

1. At all meetings conducted in public locations, Portland Fashion Week expects those attending to dress with attention to personal appearance, and personal hygiene that reflects a professional image. Good grooming and appropriate dress inspires community confidence in our organization. Keep in mind that you are representing a company that relies on the community.

2. Portland Fashion Week is a professional event, so presentation means everything. Each evening of the event has a theme to work from. Examples:

READY-TO-WEAR NIGHT:

Women - Pants suit, dress or skirt and top ensemble that is stylish and trendy; flats or heels that are comfortable

Men: Slacks, shirt and jacket; polished shoes or boots that are comfortable

These examples may be considered casual but should not include blue jeans, cotton leggings, shorts, sandals, sneakers, sundresses, lycra or spandex clothing, or t-shirts unless they are paired up to create a style that screams "I'm pulled together and organized and if you need to take me with you to a Dolce & Gabbana staff meeting, I'll fit in!"

COUTURE FASHION NIGHT:

Women - Little black dress, cocktail dress or evening gown. If functionality is a concern, evening wear pants suit or skirt and blouse/top; comfortable flats or heels

Men: Black slacks, white tuxedo shirt and jacket, optional bow tie; black polished shoes or boots

3. For the more casual Portland Fashion Week promoted events, fashion style sense still means everything. Both women and men should conscientiously dress in a presentable way that not only reflects their passion for fashion but radiates professionalism because you are proud to be part of the fashion industry.

C. Employee Dating

Portland Fashion Week prohibits sexual harassment within the organization. This policy applies to all; board members, executive leaders, staff and volunteers. To prevent harassment, some businesses and organizations prohibit dating or entering into consensual romantic relationships with other co-workers. Portland Fashion Week does not prohibit dating between board members, executive leaders, staff and volunteers, provided:

- Both parties mutually and voluntarily consent to the relationship
- The relationship does not affect judgment or performance of duties of either party involved
- The relationship does not negatively impact the work environment of Portland Fashion Week.
- During working hours, at meetings, and during events, both parties involved in the relationship are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges.

These provisions apply regardless of the sexual orientations of the parties involved.

D. Disclosure of Relationships

Professionally paid staff of Portland Fashion Week must disclose the existence of any relationship that has progressed beyond a platonic relationship. Disclosure must be made to the immediate supervisor or upper chain-of-command. This disclosure will enable the other members of Portland Fashion Week to determine

whether any conflict of interest exists because of the relative positions of the individuals involved.

Where problems or potential risks resulting from the relationship are identified, the other paid staff members of Portland Fashion Week will work with the parties to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Continued failure to work with Portland Fashion Week to resolve the situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as a cause for dismissal.

E. Workplace Violence

Portland Fashion Week is committed to maintaining a violence-free environment wherever it conducts its business by ensuring all staff are free as possible from intimidation, threats of violence, acts of violence, or any abusive behavior.

- Intimidation is defined as an intentional act toward another person, causing the other person to reasonably fear for her/his safety or the safety of others
- A threat of violence is defined as an intentional act that threatens bodily harm to another person or damage to the property of another
- An act of violence is defined as an intentional act that causes bodily harm, however slight, to another person, or damage to the property of another

Violent behavior includes but is not limited to:

- The actual or implied threat of harm to an individual, group of individuals or relatives of those individuals
- Loud, angry or disruptive behavior that is clearly not a part of the typical work environment including:
 - Unwelcome name calling, obscene language or other abusive behavior
 - Intimidation through direct or veiled threats

- Throwing objects in the work environment regardless of the size or type of the object being thrown, or whether the person is the target of the thrown object
- Physically touching another person in an intimidating, malicious, or harassing manner including such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing
- Physically intimidating others including such acts as obscene gestures, shouting and fist shaking

F. Workplace Aggression

Portland Fashion week defines workplace aggression as "repeated inappropriate behavior" either direct or indirect, whether verbal, physical or otherwise, and is conducted by one or more persons against another or others. Such behavior violates Portland Fashion Week's Code of Conduct which clearly states that all its members be treated with dignity and respect. The purpose of this directive is to communicate to all staff and volunteers of Portland Fashion Week that it will not, in any instance, tolerate aggression. Anyone found in violation of this policy will be disciplined, up to and including dismissal.

Workplace aggression may be intentional or unintentional, however if an allegation of aggression is made, the intention of the aggressor is irrelevant. As in sexual harassment, it is the effect of the behavior on the individual which is important.

Portland Fashion Week considers the following types of behavior, examples of aggression:

- Verbal bullying: Unwelcome slandering, ridiculing or maligning a person or her/his family
- Persistent name calling which is hurtful, insulting and humiliating
- Using a person as butt of jokes
- Abusive and offensive remarks
- Touching, grabbing
- Public humiliation in any form
- Public reprimands

VI. AFTERWORD

This policy lists a code of ethics and code of conduct that, by necessity, is general in outlining broad principles and guidelines for the operational needs of Portland Fashion Week. In the coming years, as Portland Fashion Week grows, this document will be reviewed and revised as necessary.