

## VIB NETWORK DIRECTORY CODE OF BUSINESS CONDUCT

### Message from Chairman and CEO

The VIB Network Directory is a crucial part of the VIB Network – a robust list of Veteran Owned Businesses that can be referenced by Corporations and Government agencies for upcoming projects and contracts that is completely free to join for Veterans.

Being a part of the VIB Directory is a great way to promote your business and continue to get your name in front of real opportunities. It also means that you now represent the VIB Network and by extension, the entire Veteran Business Community. We have created this Code of Business Conduct for the VIB Directory to continue to provide the high level of professionalism expected of our organization.

Thank you for signing up to be part of the VIB Directory, for upholding our values and continuing to strengthen the Veteran Business Community. We truly believe that together, all Veterans can succeed.



CEO Rebecca Aguilera-Gardiner



Chairman Cole Woodman

### 1. Introduction

This CODE OF BUSINESS CONDUCT of Veterans In Business (VIB) Network Directory serves as a guide to proper business conduct for all of our members.

This document applies to all VIB Directory members who have signed up for a free Veteran business profile to be listed and also includes other organisations who do business with us.

The VIB Network is open to any questions at any time and will not allow punishment or retaliation against anyone for reporting a misconduct in good faith.

*Non-compliance to this Code will be considered as a misconduct that could warrant disciplinary action, including but not limited to termination of profile, removal from the VIB Network site or restriction from attending VIB Network events, both in-person and virtually.*

### 2. Core Values

Our core values at the VIB Network are:

- Commitment: Dedication to the Veteran-business community
- Inclusion: Welcoming everyone who has honorably served
- Integrity: Doing the right thing the right way in life and business
- Excellence: Going above & beyond what is expected
- Representation: Advocating on behalf of veteran businesses

### 3. Business Contact and Communication

Creating a profile with on the VIB Directory can result in members of the VIB Network team, Corporate representatives, Government agencies and other Veteran businesses reaching out directly to your business.

All communication should remain professional and respectful – you are representing the VIB Network as well as the Veteran Business Community. If you are contacted by an organization and you do not wish to work with them or are unable to pursue the opportunity, you are expected to decline in a professional manner.

The VIB Network maintains consistent communication with our Corporate and Government agency supporters that utilize the VIB Directory regularly. We reserve the right to remove any VIB Directory member from the Directory and/or hold discussions with an organization's upper management due to communication that is unprofessional, inappropriate and/or disrespectful in any manner.

**4. Discrimination and harassment**

The VIB Network does not tolerate any discrimination or harassment or any type from abuse. No direct or indirect discrimination shall take place based on any professionally non-relevant trait or circumstance, like gender, marital status, age, national or social or ethnic origin, colour, religion and political opinion, disability, sexual orientation, employee representation, property, birth or other status. Any kind of discriminatory behaviour, harassment, bullying or victimization is prohibited.

**5. Confidentiality, information security, proprietary information and intellectual property**

We respect the property rights of others. We will not acquire or seek to acquire trade secrets or other proprietary or confidential information by improper means. We will not engage in unauthorized use, copying, distribution or alteration of software or other protected intellectual property.

**6. Anti-Fraud**

Fraud – the act or intent to cheat, steal, deceive or lie – is both unethical and, in most cases, criminal. Fraud in every form, (including e.g. submitting false expense reports; forging or altering financial documents or certifications; misappropriating assets or misusing company property; making any untrue financial or non-financial entry on records or statements) is prohibited.

**7. Privacy, personal data protection**

We respect people's privacy and we acknowledge customers, employees and other natural persons' need to feel confident that their personal data is processed appropriately and for a legitimate business purpose. We are committed to comply with all personal data protection laws. We only acquire personal information that is necessary for purchase and process all payments through PayPal, which provides a receipt of purchase. We implement proper security measures to assure confidentiality, integrity and availability of personal information.