



## RULES OF CONDUCT & COMMITMENT

---

### 1. ATTENDANCE

Attendance at the Opening Retreat is mandatory. Attendance at all Program Days is expected. Those who miss more than two (2) program days will be dropped without a refund of tuition and sponsors will be notified. Typical program days run from 8 a.m.-5 p.m. Missing any portion of a program day is considered an absence. All absences require notification prior to the program date, so that session preparations can be made ahead of time. Lunches, transportation, activities, and other accommodations depend on open communication. Please respond to all correspondence as soon as possible so that sessions run smoothly and efficiently.

The Leadership Retreat is mandatory; however, under extenuating circumstances consideration of deferment would be given but would have to be approved by the Leadership Council as well as the President and CEO of the Chamber SWLA. Any request to miss the Retreat would have to include detailed information as to why the class member could not participate in the retreat, the ramifications if they were to attend, and a letter from the highest-ranking executive within their organization confirming that there are no other options available. Once program material has been ordered, there are no refunds granted. If deferment is approved, the Participant will be offered a place in the following year's class and the tuition amount paid will be applied to the balance due for the following year.

Punctuality is critical and expected. The class will operate according to each day's agenda. Late arrival or early departures are not accepted but if there are extenuating circumstances, you must get approval from the Staff Executive. The dates and times of all sessions are given over a year in advance, therefore, it is the responsibility of the participant to attend all session days.

### 2. DRUG-FREE ENVIRONMENT

As a program of the SWLA Economic Development Alliance, Leadership SW adheres to a drug and alcohol-free policy during working program hours. Working program hours are noted on each program day agenda.

### 3. CELL PHONE USAGE

**Please turn cell phones and other electronic devices OFF or on silent during working program hours.** Electronic devices may be used during scheduled breaks which are noted on the agenda for each program day. Facebook, Twitter and other social media rules will be communicated during the Opening Retreat.

### 4. CONDUCT

Leadership SW is a professional organization and therefore, professional conduct is expected from participants, alumni and staff. Participants are expected to actively participate and engage in each session and activity during the program year.



Each program day will include guest speakers. Please demonstrate respect for these guests and your fellow classmates by being attentive, courteous and engaged. On the occasion that we visit various businesses, each class participant will demonstrate respect for the place of business, the employees and fellow classmates by being courteous, attentive and refrain from disrupting business and class time.

While engagement on issues is encouraged, personal opinions, views, and actions should remain courteous and respectful at all times. If a participant is excessively disruptive, staff will take action, will report behavior to the Leadership Council and the President/CEO of the SWLA Alliance and steps will be taken to ensure that the disruption ceases.

#### 5. CONFIDENTIALITY

The class may discuss topics of a sensitive nature throughout the program year. Please respect your classmates and others by maintaining confidentiality within the class. ***This is a long-standing rule in Leadership SW – “What happens in Leadership SW stays in Leadership SW.”***

#### 6. DECLARED ELECTED POLICY

Members of Leadership SW may participate in the political process by supporting candidates and by running for office. If a member of the class does become a candidate for office while in the program, they are not permitted to campaign while participating in Leadership SW events. This includes soliciting other class members for money or support during the 9-month Leadership SW program and announcing yourself as a candidate when introducing yourself or speaking to guests at Leadership SW events. All members of Leadership SW must introduce themselves by the company, Organization, or business they are representing while participating in the program.

#### 7. PARTICIPANT COMMITMENT

I understand the commitment to the Leadership SW program and agree to abide by the rules of conduct & commitment above, as well as all other program requirements. I also understand that violating these policies can result in my removal from the class.

I further understand Leadership SW extends beyond the nine-month program to a lifetime of opportunity for involvement, including joining Leadership SW Alumni and supporting their work. I agree to be bound by these commitments by accepting placement in the Leadership SW Class.