

ORGANIZATIONAL POLICY

June 30, 2009 (v3)

COMMITTEE PROTOCOL



The Committee Protocol is intended to guide the HSCG Committees in the performance of their responsibilities through general principles of courteous and ethical conduct. Together and individually the volunteers working on any HSCG Committee must agree to be bound by the following protocol and each Committee Member shall sign a copy of this policy signifying his/her agreement.

A volunteer on any Committee of the Handcrafted Soap & Cosmetic Guild, shall:

- 1) Uphold and promote the purpose of the Committee and the HSCG.
- 2) Uphold and promote the principles of the Code of Ethics of the HSCG.
- 3) Abide by the bylaws and policies of the HSCG and all applicable federal, state or local rules, regulations and laws.
- 4) Act honestly, fairly, openly and in good faith to the best interest of the Committee and the HSCG.
- 5) Strive to ensure and enhance the reputation and purpose of the HSCG through all Committee activities.
- 6) Make the utmost effort to attend and participate in any teleconference or in-person committee meetings or, if unable to attend a meeting give timely notice to the Committee Chair.
- 7) Keep abreast of the affairs of the Committee through active participation in any online Committee Workspace.
- 8) Be diligent in all duties assigned as a member of the Committee.
- 9) Act collectively with other Committee members as a team and refrain from any individual acts of representation of the HSCG unless authorized to do so by the Committee Chair.
- 10) Not use any information obtained as a member of the Committee for the benefit of themselves or any person or persons associated with them.
- 11) Treat all discussion and information within the Committee workspace on Basecamp or in Committee meetings as confidential and not release such information in whole or in part to any person not present without authorization.
- 12) Treat as confidential all non-public information and documents received from the HSCG in the capacity as committee member and to take the necessary steps to ensure that no unauthorized persons gain access to such information (see HSCG Policy *Privacy Policy*).
- 13) Acknowledge that any intellectual properties created during of the performance of the duties as a committee member are the property of the HSCG and execute a Work for Hire Agreement (see HSCG Policy *Intellectual Property*).
- 14) Carry out responsibilities with consideration to cost.

- 15) Declare any conflict of interest or potential conflict of interest as soon as it becomes apparent, and withdraw from any discussion or decision of any matter in which a conflict of interest may arise. (See *Conflict of Interest* policy)
- 16) Make every effort to work harmoniously with fellow committee members and strive to resolve any disagreement to avoid dissension among the committee.
- 17) Return or destroy (as directed by the Committee Chair) all documents of a confidential nature upon leaving the Committee.
- 18) Support a partnership in responsibility and teamwork by not discussing any other member of the Committee with any outside party or with any individual member of the Committee for the purpose of expressing dissension, disagreement and/or discussion against a member of a personal nature.

Any breach of this protocol shall be reported to the Committee Chairman. The Committee Chair shall review the charges and if found valid, shall have the authority to (1) Reprimand, (2) Remove from the Committee or (3) Refer to the Ethics Committee for further review and action. Any Committee Member who feels the Committee Chair has taken inappropriate actions against him/her under this paragraph may file an appeal with the Board of Directors or take the matter to the Ethics Committee for resolution.

Approved June 30, 2009
by the Board of Directors

I agree to follow the Committee Protocol:

Committee Member

Date

History:

June 30, 2009 (v1) Original publication date
Oct 7, 2013 (v2) Amended to include name changes and make minor changes.
May 4, 2018 (v3) Amended to require completion of Work for Hire Agreement and reformat