Les Dames d'Escoffier International
Washington, DC Chapter

CODE OF ETHICS

To uphold the integrity of Les Dames d'Escoffier, Washington, DC Chapter ("the Chapter") and Les Dames d'Escoffier International ("LDEI") and further their missions as set out in the Chapter Bylaws, the Chapter has adopted a code of ethics to guide its board members, committee members and all of it general members in their conduct when acting on behalf of the Chapter. The Code of Ethics contains broad principles, reflecting the types of behavior the Chapter expects toward constituents, donors, members, peers and the public.

The Code of Ethics is not intended as a stand-alone policy. It does not embody the totality of the Chapter ethical standards nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority. This Code of Ethics will be reviewed periodically.

Board members, committee members and general members shall:

1. Member Obligations:
    1.1. Abide by the Bylaws, Standing Rules and Conflict of Interest Policy of the Chapter.
    1.2. Not use her membership to promote a non-sanctioned event or product or do anything injurious to the Chapter or LDEI, or to imply LDEI or Chapter endorsement where there is none.
    1.3. Maintain the dignity of LDEI and the Chapter, and support and work for the purposes of the Chapter.
    1.4. Disclose all potential and actual conflicts of interest; such disclosure does not preclude or imply ethical impropriety.
    1.5. Not exploit any relationship with a donor, prospect, client or employee for the benefit of the Member or the Member's business.

2. Membership:
    2.1. Sponsor for membership only those individuals known to her to have high ethical standards and professional stature in the area of food, wine, other beverages, nutrition, the arts of the table and other fields as they relate to these disciplines.
    2.2. Abide by these same principals herself.

3. Privacy:
    3.1. Never allow the membership list of LDEI or the Chapter to be sold or used for merchandising, promotional purposes, or commercial endorsement.
    3.2. Not disclose privileged or confidential information to unauthorized parties.
    3.3. Maintain confidentiality of donor information.
    3.4. Give donor or sponsors the opportunity to have their names removed from lists that are exchanged with other organizations.
    3.5. Never sell or rent donor or sponsor lists without the express consent of the donor or sponsor.

4. Honesty:
    4.1. Be truthful in all statements and avoid exaggerations.
    4.2. Use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of certified Public Accountants.
    4.3. Provide all available information to the best of their knowledge.
    4.4. Recognize that omitting a statement is the same as being dishonest.

5. Transparency:
    5.1. Be transparent in all of its activities to the members, donors and the general public.

6. Fundraising:
    6.1. Not pay external resources to solicit donations.
    6.2. Not pay finder's fees, commissions or percentage compensation based on contributions.
    6.3. Use funds raised for the purposes specified when the donation was made.

6.4.   Ensure that contributions are used in accordance with the donor's intentions.
6.5.   Obtain explicit consent by the donor before altering the conditions of financial transactions.
6.6.   Accept donations that support the mission of the Chapter.
6.7.   Abide by its Donor Bill of Rights.

7.   Respect:
7.1.   Treat all members, volunteers and any person connected with Chapter with respect.
7.2.   Never engage in discrimination* or harassment.
   • LDEI and the Chapter are women-only organizations. A mission of the Chapter is to support women in the fields of food, beverage and hospitality. A bias toward women does not constitute discrimination.

Approved by the Board of Directors of Les Dames d'Escoffier, Washington, DC on July 28, 2014