

# Portland Executives Association

December 2025

## Purpose

Portland Executives Association (PX) is dedicated to upholding a professional and respectful environment where all members and guests are welcomed and valued. This Code of Conduct sets forth clear expectations for member behavior at all PX events, meetings, and communications—both in person and online.

## Our Shared Values

We affirm the following principles as the foundation of our community:

- **Respect:** We treat every individual with courtesy, dignity, and professionalism.
- **Integrity:** We conduct ourselves with honesty, fairness, and honor in all interactions.
- **Personal Responsibility:** We are accountable for our words, actions, and their impact on others.
- **Tradition of Excellence:** We strive to maintain the high standards and reputation of our association.
- **Collaboration:** We support one another's growth and success through generosity and goodwill.

## Expected Behavior

When at a Portland Executives meeting or representing Portland Executives Association, members and guests are expected to:

- Conduct yourself respectfully both physically and verbally. Always use professional and courteous language and actions.
- Honor the dignity of all. Treat every member with respect, regardless of background or personal characteristics.
- Uphold professionalism. Conduct yourself with integrity and courtesy during meetings, events, and online interactions.
- Maintain confidentiality. Respect the privacy of members and refrain from sharing personal or sensitive information without consent.

- Contribute constructively. Engage in discussions and networking in ways that foster collaboration and positive relationships.

## Unacceptable Behavior

PX does not tolerate:

- Discriminatory, harassing, or demeaning comments or actions toward any member.
- Inappropriate jokes, slurs, or innuendo (verbal or written).
- Bullying, intimidation, or retaliation against members who raise concerns or report issues.
- Disruptive, disrespectful, or unprofessional behavior that undermines the integrity or reputation of the association.

## Reporting Concerns

If a member experiences or witnesses behavior that violates this Code of Conduct, they are encouraged to report it to the Executive Director or any member of the Board of Directors in writing. Reports will be handled promptly, confidentially, and with respect for all parties involved. Retaliation against anyone who raises a concern in good faith is strictly prohibited.

## Accountability & Consequences

Violations of this Code of Conduct may result in disciplinary action up to and including:

- Verbal and/or written warnings
- Required mediation or education
- Suspension or removal from the association

All decisions will be made at the discretion of the PX Board of Directors, following a fair and transparent review process.

## Commitment

By participating in PX activities, all members agree to uphold this Code of Conduct and to model the professionalism and integrity that define our community. Together, we ensure that PX remains a place where every member feels safe, respected, and inspired to grow both personally and professionally.

## Action Steps for Members When Someone Appears to Violate the Code of Conduct

- Stay Professional: Avoid escalating the situation or responding in anger.
- Address Privately (If you feel safe and appropriate to do so): Calmly let the person know how their behavior affected you and how you feel it violated PX Values.
- If you wish to pursue further, or if you want the BOD to be aware, document the Incident: Note the date, time, location, and details of what occurred, and send it to the Executive Director and Chairperson of the board.
- Report Promptly: Submit a written report to the BOD with all relevant details.
- Maintain Confidentiality: Do not share the incident publicly or gossip about it.
- Cooperate with Investigation: Provide honest and complete information if asked by the BOD.
- The board reviews the complaint in a timely manner and provides a confidential response to applicable parties with the Board's decision and recommendations.

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