

EuropeanPWN User guidelines & Network Attitudes

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1. The network stakeholders

We are all stakeholders in **EuropeanPWN**, whose mission is to support the **professional progress of women**. Stakeholders are any individual or group of individuals who hold an interest in the network; all stakeholders are dependent on one another and responsible for value creation. Members should therefore always ensure they are creating value:

- for themselves personally (*professional image, peer recognition, current/future sources of professional enhancement, information exchange etc. while interacting with others*)
- for other members (*members actively contribute to a chain of “value creation” for themselves and for others, and thus enhance the network’s influence*)
- for EuropeanPWN as a whole (*EuropeanPWN is eager to maintain the professional and international quality standards it has acquired since it was founded*)
- for Corporate members (*from companies who trust EuropeanPWN to help further the cause of professional women in their organizations*)
- for society as a whole (*EuropeanPWN has become a recognized European influence that furthers the enhancement of professional women in society*)

2. EuropeanPWN code of conduct

It is vital we all agree to keep that spirit which makes our network different from others and focused on promoting women’s professional progress (our own, other members’, the Network’s and professional women in general). There are websites and networks that

exist to facilitate marketing and trade, with postings of CVs and job offers or where consultants develop business.

But EuropeanPWN is not one of these networks. It is a place where you can get to know other members, share and exchange about your experience, knowledge, connections and more. Members are strongly attached to this positioning and do not support behaviour that is too self-promotional. We have a different mindset! So, when you become a Member you will be expected to:

- give rather than expect something from others
- show respect for yourself, for others and for the network
- successfully manage the relationships you are establishing.

2.1. EuropeanPWN Netiquette

- **EuropeanPWN platform** is a great one, let's keep it a place where ideas can flow and progress can happen. We are asking our members ***not*** to use the Members Forum as a place to sell products and services, advertise skills as an individual or a company, or ask for a job: members feel harassed when the forum is populated with ads. Remember, it is about bringing value to others as well...
- **The same goes for Events:** Women's professional progress at EuropeanPWN event means sharing mutual interests, discussing issues. It is not for collecting business cards for a mailing list, or harassing members to find a job and distributing CVs. Of course, business cards are exchanged but we ask that this be done with respect for fellow members.
- **Do not use members' addresses to build e-lists for unsolicited marketing.**
- **The platform is both local and European.** If you are posting a message that concerns different countries, this should be done in English, the common language. If not, use either English or your local language and restrict messages to your local geographical zone by ticking the appropriate area box before posting.

Privacy and respect, key conditions to your success at EuropeanPWN

We have all at one time had to find clients, a job, or develop new sales channels, but the platform is not the place to do this. You can use your mini-bio area to post your website or attach your CV; other members will look at this *if* and *when* they wish. We suggest you ask for advice instead of soliciting a job or service.

On the Career Forum, you may post job offers of interest to our members.

3. Why are EuropeanPWN members networking?

Remember our poll results for the topic: What is the most important aspect of networking?

- Making connections (business leads, ideas, etc.) 23.2%
- Getting to know new people, broadening horizons 18.8%
- Helping, getting help 10.6%
- Advising, getting advice 10.1%
- A chance to take initiatives and get involved 9.2%
- Sharing knowledge 8.2%
- A positive environment 7.7%
- Learning new skills, professional development 6.3%
- Keeping yourself up-to-date 5.8%

There are many aspects to networking, which are all vital for professional success. It is a complex science where altruism and honesty (as opposed to egocentrism and cynicism) are the keys to long term success.

4. Ten Tips for professional networking

The many ways to network, and useful tips (e.g. circulate, arrive early) could easily fill a book, so the list below targets only professional networking through EuropeanPWN events, and how to make the most of them:

- Attend events that spark your interest
- Connect, ensure you are visible (put your picture and bio in your profile, it is easier when people know you by sight)
- Take time to establish relationships; listen, ask questions that lead to discussion, show you are curious and open
- Share resources, knowledge and contacts; give without expecting something in return - you will get your ROI in due course
- Be honest and reliable; show interest in others, have confidence in yourself and others
- Seize opportunities to connect, share and give; judge when the time is right
- Be enthusiastic and ready to ask the question: "How can I help?"
- Follow up quickly and efficiently on leads you are given
- Be pro-active and ready to act for the network.

Now you have ten tips - keep adding to them. And, last but not least, always say THANK YOU! Make sure you let people know when a lead or an idea they have provided has resulted in a useful connection. It's surprising how often people forget this elementary rule

5. EuropeanPWN governance

- Every-day operational decision-making is carried out by the event teams. Please contact them if you need more information about or wish to contribute to an event, bring a speaker, etc.
- Strategic decision making is carried out by the Board of each City Network that meets about once a month. Board members are nominated by fellow Board members and confirmed at the Annual General Meeting.
- The European Board is composed of each of the network Presidents, as well as a President, Vice-President, Treasurer, Corporate relations VP and Marketing & Publications VP, as well as any other positions deemed necessary. The board meets "live" once a year for the AGM and monthly on-line. The board coordinates the European wide initiatives of the network.
- The VIP Advisory Board (members by invitation) has an advisory role about strategy for opportunities and provides public support to the network

Members may not use the EuropeanPWN logo or brand name unless there is a corporate partnership or marketing lead approved by the Board. The EuropeanPWN Board may assess commercial endeavours and authorize them when they are deemed to bring value to the stakeholders in a manner that does not prejudice the Network's integrity or objectives.

5.1. EuropeanPWN Mission statement

5.1.1. Missions

- **Promote the professional progress of women** through all their career phases, from potential through the pipeline to power by mentoring, training and networking
- **Promote sustainable professional career paths** for all by working to disseminate information on innovative best practices
- **Encourage companies to recognise the necessity of diverse and innovative management approaches** by promoting women's success stories (what they did new and differently)
- **Raise the volume of European women's** voices by increasing women's presence in the media and public life (conferences, think tanks..)

We aim to create an online European network of 5,000 professional women dedicated to leading positive and progressive change for and through their organizations. The European network will focus on raising our voices, interconnecting the generations and sharing best practices and knowledge across Europe. National networks will focus on developing offline networking, training and personal development for women in their cities and countries.

5.1.2. Values

- **WIN/ WIN:** we seek to lead by serving women, men and the companies we work for.
- **Realistic:** our actions are grounded in an experienced, pragmatic understanding of the private sector business world and scrupulous standards of professionalism.
- **Egalitarian:** we believe that women and men are different, complementary and equal in all spheres of personal and professional life
- **Positive:** we are optimistic and constructive contributors to progress - and we do it with pleasure
- **Generous:** we recognise the responsibility of privilege, and seek to 'give back' to other women and society from a position of relative strength
- **Open:** we share all we know

We wish you all successful networking!

The EuropeanPWN Board

6. EuropeanPWN User Terms & Conditions

6.1. Disclaimer

EuropeanPWN, the associations it represents and ETHERYL S.A.S. (all referred to as "SYSTEM PROVIDERS") shall not be liable to the users of this site or to its listed participants for the content, quality, performance or other aspect of any information provided by the listed participants and transmitted by this site, or for any errors in the transmission of said information. Nor are the SYSTEM PROVIDERS responsible to any person for any damages arising in any manner out of the use of this site. The users and participants acknowledge that they assume all risk and/or responsibility for any loss or damage arising from the uses to which this site is put. The SYSTEM PROVIDERS shall not be held liable in any way, shape or form for misuse or abuse of this site by any user or participant.

6.2. Terms and conditions

- You understand that the SYSTEM PROVIDERS are in no way responsible for the contents of posts that might take place here, or for any action you might take based upon such posts.
- You understand that while the SYSTEM PROVIDERS believe in free speech, they reserve the right to remove posts for any reason whatsoever without appeal, including, but not limited to, messages that are malicious, disruptive, defamatory, harassing, threatening, invasive of a person's privacy, knowingly false, fraudulent, abusive, or obscene.
- You understand that the SYSTEM PROVIDERS do not monitor constantly the Forum and will not mediate problems or disputes.
- You agree that you have read the full disclaimer above.
- You will not post chain letters, pyramid schemes, advertisements or solicitations.
- You agree not to post any copyrighted material unless the copyright is owned by you or is in accordance with the Fair Use provisions of copyright laws.
- You agree to read and abide by the guidelines below and will request of the Administrator that your posting privileges be revoked should you find yourself in disagreement with them.
- You will make your posts in the area that is most appropriate to your interests.
- You understand that any violation of these guidelines will result in a revocation of site privileges.

6.3. Guidelines

The EPWN Online Networking web site provides a resource for European professional women to effectively network. We hope that you will benefit from the exchange of ideas on the site while abiding to the guidelines below.

6.4. Message board and calendar guidelines

The following activities/messages/advertising are strictly prohibited on the message board:

- attacks on others

- profanity
- spamming (posting same notes multiple times or posting in multiple places)

The SYSTEM PROVIDERS will strictly enforce these message board guidelines and possibly revoke the corresponding user account with or without warning.

6.5. Message board and calendar monitoring

It is your responsibility to follow the posted guidelines and monitor your own use of the system and the content of any questions or comments you submit.

The system content will be scanned from time to time to check for appropriateness and inappropriate content will be deleted and may be referred to the proper authorities for further action.