



## Professional Use Policy

*Last updated 10.15.22*

Trust is irreplaceable. The success of any authentic relationship supporting young professionals must foster trust on all sides of the relationship. This means that all parties must agree to the following general principles and guidelines in addition to our Terms of Service & Privacy Policy.

**Seek to Understand & Help** :: Listen closely to what is being said. Engage often and regularly to offer help, seek advice, etc. Do not be worried about asking for help.

**Be Honest, Be Real & Build Trust** :: Share what is truthful about any experience. Answer questions to reflect the reality of the workplace or career journey. Invest in a professional relationship building trust among all parties. Maintain relationships that uphold workplace standards of ethical behavior and practices.

**Exercise Confidentiality**: Do not disclose any personal information to any parties for any reason. Foster a safe space to allow both parties to be their full authentic selves.

**Advocate for Equity**: Create opportunities for marginalized voices and recognize ways to be more equitable in outreach efforts and hiring strategies. Do not make assumptions based on identity, intersections or characteristics. Do not discriminate on the basis of ethnicity, national origin, religion, age, gender, gender identity, sexual orientation, gender expression, disability or military / veteran status or lack thereof.

**Follow Through**: Keep your commitments and word. Be sure to follow through and follow up. Relationships are built on the ability to see positive results from both parties.

**Zero Tolerance of Harassment**: Zero tolerance for any type of unlawful harassment whether by any CPCC user, especially when such harassment interferes with the purpose of fostering a safe space.. Behaviors that may not rise to the level of unlawful harassment but are nonetheless a violation of professional standards, our organization values, or our commitment to Diversity, Equity and Inclusiveness will be means for

immediate removal. Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation or broadcast of offensive printed, visual or electronic materials, or offensive physical actions. Sexual harassment is deemed as: sexual-oriented verbal "kidding," "teasing," or jokes; subtle pressure for sexual activity or physical contact such as patting, pinching, or brushing against another's body; or demands for sexual favors. Other forms of unlawful harassment may include similar conduct or derogatory remarks based upon any protected characteristic or status. File a complaint for any violation by either party.