



APPENDIX 2

MEETING PROFESSIONALS INTERNATIONAL PRINCIPLES OF PROFESSIONALISM

INTRODUCTION

Meeting Professionals International's (MPI) Principles of Professionalism provide guidelines recommended for the business behavior of its members that impacts their perceived character and thus the overall image of MPI. Commitment to these principles is implicit to membership and is essential to instilling public confidence, engaging in fair and equitable practices and building professional relationships with meeting industry colleagues.

Principles of Professionalism

As members of Meeting Professionals International, we are responsible for ensuring that the meeting industry is held in the highest public regard throughout the world. Our conduct directly impacts this result.*

Maintaining Professional Integrity:

- Honestly **represent and act** within one's areas of professional competency and authority without exaggeration, misrepresentation or concealment.
 - **Avoid** actions which are or could be perceived as a conflict of interest or for individual gain.
 - **Offer or accept** only appropriate incentives, goods and services in business transactions.
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Utilizing Professional Business Practices:

- **Honor** written and oral contracts, striving for clarity and mutual understanding through complete, accurate and timely communications, while respecting legal and contractual rights of others.
 - **Ensure** rights to privacy and **protect** confidentiality of privileged information received verbally, in writing, or electronically.
 - **Refrain** from misusing solicited information, proposals or concepts.
 - **Commit** to the protection of the environment by responsible use of resources in the production of meetings.
 - **Actively pursue** educational growth through training, sharing of knowledge, expertise and skills, to advance the meeting industry.
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Respecting Diversity:

- **Embrace and foster** an inclusive business climate of respect for all peoples regardless of national origin, race, religion, sex, marital status, age, and sexual orientation, physical or mental impairment.
- MPI will not tolerate harassment based upon race, color, religion, national origin, age, gender, sexual orientation, marital status, citizenship status, and disability. Harassment definition is based on applicable laws.

- MPI will not tolerate sexual harassment, whether by employees, members, partners, directors, customers, or vendors. Sexual harassment definition is based on applicable laws.

**Encompasses oneself, the association, fellow members, meeting attendees, clients and customers, suppliers and planners, employers and the general public.*

Adherence to these Principles of Professionalism signifies professionalism, competence, fair dealing and high integrity. Failure to abide by these principles may subject a member to disciplinary action, as set forth in the Bylaws of Meeting Professionals International.

Revised and approved by the International Board of Directors – January 12, 2018