



## Rules Of Conduct And Commitment

If accepted into the MBA, your conduct will reflect on the Chamber. You are expected to maintain a standard of behavior that aligns with the Chamber's core values – integrity, inclusiveness, agility, and accountability. Conduct deemed inappropriate by the Chamber or failure to comply with the below standards, will result in immediate dismissal from the MBA. Refunds will not be given as a result of failing to meet program requirements.

## CULTURAL DIVERSITY AND RESPONSIVENESS

The Chamber and the MBA aims to create an environment where all feel welcomed. Program participants represent all facets of the Tampa and Hillsborough Community, including race and ethnicity, gender, age, industry sectors, workforce segments, etc. You are expected to demonstrate cultural responsiveness, which requires openness to the viewpoints, thoughts, and experiences of others, while exploring and honoring those differences. These include, but are not limited to:

- Cultural self-awareness
- Avoidance to impose your own values
- Resistance against stereotyping

## DRUG FREE ENVIRONMENT

As a program of the Chamber, the MBA adheres to a drug and alcohol-free policy during working program hours. It is the obligation of the Chamber to provide a drug-free, safe and secure work environment for program participants. Working program hours are noted on each program day agenda.

## ATTENDANCE

**Attendance and punctuality at all sessions are critical to the success of the program. Therefore, attendance is mandatory at all executive cohort sessions, all advising sessions, all peer-to-peer review sessions, the cohort kickoff, and the graduation ceremony. In addition, program participants are required to attend 8 of 12 exposure and networking events during each year of the MBA.**

Those who fail to meet the attendance requirement will be dropped from the program without refund of tuition. Late arrival or early departure is considered an absence. Program days operate per each day's agenda; note the meeting time and location prior to the program day to avoid any unplanned mishaps that will affect attendance and/or punctuality.

You should expect to spend approximately 16 hours per month participating in the Minority Business Accelerator during year one and approximately 10 hours per month during year two.

## CELL PHONE USAGE

Cell phones and other electronic devices must be turned off or on silent during program hours. Electronic devices may be used during scheduled breaks, which are noted on the agenda for each program day. Facebook, Twitter and other social media rules will be communicated during the Cohort Kick Off.

## RESPECT FOR PROGRAM VOLUNTEERS

Each program day will include subject matter experts, MBA Program Chair, and/or Chamber staff. Please demonstrate respect for these individuals by being attentive, courteous, and engaged.

## **PHYSICAL APPEARANCE**

As representatives of the MBA, you are expected to wear business professional attire while attending all MBA and Chamber activities.

## **EVALUATION AND DATA COLLECTION**

Program participants will be evaluated during and after their matriculation through the MBA. The MBA collects data for a total five years – two years of active participation in the program and 3 years after graduating from the program. Program participants must continue to use the provided data collection and evaluation software provided, as well as, submit all required documents and information deemed necessary for evaluation purposes of the MBA. Documents and information include:

- Annual Financial Statements
- Interim Financial Statements
- Tax Returns
- Organizational Chart
- Other documents and/or information related to business changes because of the MBA

## **CONFIDENTIALITY**

Program participants and program volunteers may discuss topics of a sensitive nature throughout the program. Sharing of confidential information about other Program participants or the MBA program is strictly prohibited. All Program participants are required to execute a Non-Disclosure Agreement and Memorandum of Understanding (“MOU”) representing your understanding of the program’s confidentiality and program requirements. In addition, all program volunteers are required to execute a Non-Disclosure agreement as an added measure of confidentiality.

## **NO SOLICITATION AND NO DISTRIBUTION POLICY**

You must abide by a No Solicitation and a No Distribution policy for two years while in the program, which prohibit class members from soliciting or distributing fundraising appeals or materials during MBA activities. In addition, class members may not solicit or distribute any literature or other material, to raise funds for charitable and other causes, or to promote or advertise a cause to any class member during the 2-year program. To prevent disruption and assure a productive work and academic environment, it is the Minority Business Accelerator’s policy to prohibit unauthorized solicitation of individuals and/or distribution of materials.

## **DECLARED ELECTED POLICY**

Program participants in the Minority Business Accelerator may participate in the political process by supporting candidates and by running for office. If a member of the class does become a candidate for office while in the program, they are not permitted to campaign while participating in MBA activities for two years while in the program. This includes soliciting other Program participants or class participants for money or support during the 2-year MBA and announcing yourself as a candidate when introducing yourself or speaking to guests at MBA events. All members of the MBA must introduce themselves by the company or business they are representing while participating in the program.