



ASIAN BUSINESS LEAGUE  
OF SOUTHERN CALIFORNIA

## ***ABLConnect!***

*Asian Business League (ABL) is a non-profit organization founded in 1984 with the mission to facilitate relationships and connections that generate business opportunities for individuals and companies interested in both Pacific Rim and local Asian American markets.*

*With ***ABLConnect!***, ABL members have the opportunity to build relationships with other members through small group networking sessions.*

### **Rules and Procedures**

1. Must be an ABL member in good standing to participate in the program.
2. On or before the 1<sup>st</sup> day of each month, interested members must complete and email the following to ABL's Association Director at [admin@ablsocal.org](mailto:admin@ablsocal.org):
  - (a) ***ABLConnect!*** Monthly Participation Form; and
  - (b) Professional Bio.
3. On or before the 5<sup>th</sup> of every month, ABL will email the participating members' professional bios and contact information for each ***ABLConnect!*** Group for that month.
4. It is ***ABLConnect!*** Group members' responsibilities to coordinate their meeting before the end of that month.
5. ***ABLConnect!*** Group members are responsible for all costs associated with the meeting.

# Code of Conduct

Participating members agree to abide by the following code of conduct –  
*“I CARE”*

## **Integrity**

Behave in an ethical manner with honesty, truthfulness and fairness.

## **Confidentiality**

Maintain and respect the confidentiality of participating members and their referred clients.

## **Accountability**

Accept responsibility and respond promptly to participating members and their referred clients.

## **Respect**

Treat each member and the ABL staff respectfully, avoiding any action that may discredit ABL, participating members or their referred clients.

## **Excellence**

Possess and maintain the appropriate licenses, technical skills and professional capabilities to deliver outstanding services to the business community and participating members’ referred clients.

## **Prohibited Code of Conduct**

Participating members agree and understand that the following prohibited conduct would lead to revocation of rights to further participate in the program and may result in immediate termination of membership with Asian Business League:

### **Direct Solicitation of Business**

Participating members may not directly solicit other participating member for business. Any direct solicitation or promotion of a product or service from which the participating member will receive remuneration is prohibited.

*Exception:* A participating member (Inquirer) may inquire another member (Inquiree) about his/her service or ask for individual help. With such inquiry, the Inquiree member can sell directly to the Inquirer member member.

### **Unwelcomed Communications**

Participating members may hand out, mail, email, or fax written materials to other participating members with whom they have a business relationship as long as the materials are educational and informative and do not ask for business. Participating members may not automatically add other participating members to a group email list, without first asking for permission. Members must provide an easy way for the recipient to “opt out” from future distributions.

### **Discrimination**

It is a violation of ABL’s policy to discriminate other participating members based on race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

## **Prohibited Code of Conduct (Continued)**

### **Harassment and Sexual Harassment**

ABL prohibits harassment, including sexual harassment, of any kind, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

Harassment is any verbal or physical conduct designed to threaten, intimidate or coerce a participating member or any person working for or on behalf of ABL. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

1. Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
2. Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.
3. Sexual harassment, defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature", occurs when there are unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

## Disclaimer

ABL does not endorse any participating members' technical or professional capabilities nor any seminars or events that participating members may be involved in.

Members are welcome to offer special pricing for other members; however, members should not represent that their services, seminars or events are endorsed or in any way associated with ABL.

\*\*\*\*\*

## Acknowledgement

I have reviewed and agree with the terms of **ABLConnect!** Program.

---

Signature

---

Print Name

---

Date