

## **InSITE FELLOWS CODE of CONDUCT**

### **PRIMARY RESPONSIBILITIES**

**I acknowledge that I hold the primary responsibility for successfully completing the InSITE Fellows Program (InSITE).** I will be committed to my InSITE participation and will demonstrate this by:

1. Attending events and programming,
2. Contributing to discussions,
3. Submitting work in a timely manner, and
4. Engaging to the best of my ability in meetings with entrepreneurs, mentors, team members, alumni and other Fellows.

**I acknowledge that I hold the primary responsibility for developing my career** both during and following my completion of InSITE, and that I will be responsible for seeking guidance from my mentors, other Fellows, and any other available resources for advice on career development.

### **ATTENDANCE COMMITMENT**

**I commit to attend and participate in all events, meetings, and conference calls during my two-year enrollment.**

1. If unexpected extenuating circumstances (defined below) prevent me from attending a module,
  - a. I will contact InSITE Leadership as soon as possible to explain the circumstances and request an excused absence.
  - b. I will circulate in advance an explanation of my absence to my group.
  - c. I will submit all assignments on time and promptly make up the content I missed.
2. Extenuating circumstances are defined as personal and family illness, maternity leave, and the funerals of family and very close friends. All other circumstances will be considered on a case-by-case basis.

### **COMMITMENT TO LEADERSHIP**

InSITE's success is predicated upon the leadership and commitment of the Fellows.

I commit to making a genuine and sincere effort to take on leadership roles within the organization, as a team lead, leading recruiting, planning events, finding entrepreneurs and projects to work on, and developing relationships with venture capital firms and angel investors.



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## COMMITMENT TO MENTOR AND TO PEER FORUM GROUP

I acknowledge that an integral and valuable aspect of my InSITE experience is collaborating with other Fellows, collaborating with mentors, alumni, mentoring other Fellows and being mentored in turn, and seeking advice and guidance from multiple sources. Therefore, I commit to use genuine and sincere efforts to meet with mentors.

## FINANCIAL RESPONSIBILITIES

I will fulfill my financial responsibilities (limited to dues and event fees, as advertised) according to the schedule and in the amount set forth each year. These may if I do not fulfill my financial responsibilities, I will not be eligible to be recognized as an InSITE Fellow.

## LIFETIME MEMBERSHIP

**As a lifetime member, I will actively strive to improve the InSITE Fellows.** I will assist, where I can, in identifying promising candidates for future InSITE classes, and realize that such efforts are essential for the ongoing success of InSITE.

## PLEDGE

*By signing this pledge, I am making a promise to the entire InSITE Fellowship, but first and foremost to the current Fellows. In fulfilling these commitments to the best of my ability, I realize I am paying respect to my classmates, enriching the value of the experience for all of us, and enhancing our collective reputations, including and especially my own.*

*I recognize that my behavior must set an example of integrity and mutual respect, eliciting trust and esteem from the multiple stakeholders I serve. I will remain accountable to my peers and to society for my actions and for upholding these standards.*

*If I fail to fulfill my commitments, I will invite constructive feedback and counsel from InSITE Fellows, staff, mentors, and partners, which I will receive in the spirit in which it is offered.*

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Signature of InSITE Fellow

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Name of InSITE Fellow  
(please print)

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Date