

# World-Voices Organization® Member Code of Conduct

As members of World-Voices Organization® (WoVO), we are part of a professional, trusted community of vetted voiceover artists. Our collective reputation depends on each of us upholding high standards of conduct, integrity, and mutual respect. This Code of Conduct outlines the expectations for all members to ensure a positive, supportive, and ethical environment.

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## I. Professionalism and Integrity

- Conduct business with honesty, transparency, and professionalism.
  - Represent your skills, experience, and services truthfully.
  - Communicate clearly, meet deadlines, and follow through on commitments.
  - Refrain from disparaging remarks about colleagues, clients, or WoVO in public or private forums.
  - Present yourself professionally in both in-person and online interactions; This includes punctuality, appropriate attire (when applicable), and responsible behavior.
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## II. Respect for Clients, Colleagues, and Community

- Treat all individuals with dignity, courtesy, and respect—regardless of race, ethnicity, gender, sexual orientation, age, ability, religion, background or level of professional voice over experience.
  - Encourage constructive dialogue while respecting differing opinions and perspectives.
  - Harassment, bullying, or discriminatory behavior of any kind is strictly prohibited.
  - Maintain confidentiality of sensitive information, including client work and internal WoVO discussions.
  - Uphold WoVO's reputation through positive and professional representation.
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## III. Collaboration and Community Support

- Foster a collaborative and inclusive environment.
- Offer help, knowledge, and encouragement to fellow members, when able/appropriate.
- Provide feedback constructively and with a focus on improvement.

- Acknowledge and credit the contributions and ideas of others appropriately.
  - Respect intellectual property. Do not share or use copyrighted content without permission.
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## **IV. Ethical Business Practices**

- Adhere to fair pricing, ethical competition, and honest marketing of one's skills and experience.
  - Honor all NDAs, contracts, and client agreements.
  - Avoid conflicts of interest or disclose them transparently.
  - Do not engage in practices that harm the business or reputation of fellow members or the organization. This includes, but is not limited to, deceptive advertising, trademark infringement, misuse of confidential information, spreading misinformation, or disparaging remarks.
  - Refer to WoVO's Best Practices for more information. ([link here](#))
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## **V. Participation and Representation**

- Engage actively in WoVO events, initiatives, and community-building efforts.
  - Familiarize yourself with WoVO's bylaws, mission, and policies.
  - Use the WoVO badge or credentials only as permitted and never to mislead.
  - Provide thoughtful feedback to WoVO to help the organization grow and evolve.
  - Respect the decisions of WoVO leadership and contribute to a spirit of unity.
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## **VI. Online Conduct**

- Maintain respectful and professional behavior in all digital spaces related to WoVO, including but not limited to forums, email lists, social media, and online meetings.
  - Avoid spam, self-promotion, or unsolicited marketing in member channels.
  - Protect the privacy of others; do not share personal or identifying information without consent.
  - Represent WoVO positively and uphold its values in your broader online presence.
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## **VII. Accountability and Enforcement**

- Upholding WoVO’s standards and maintaining member trust are paramount. We strongly encourage members to report any Code of Conduct violations to any member of the WoVO Executive Board, primarily to the Membership Director.
  - All reports will be reviewed impartially. Consequences for violations may include a warning, temporary suspension, or revocation of membership.
  - The Board reserves the right to take action necessary to uphold the integrity and safety of the organization and its members. Membership may be terminated without refund if violations are deemed serious or repeated.
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## Guiding Principles

- **Clarity:** This Code is written to be clear, concise, and easily understood.
  - **Accessibility:** All members will receive and have ongoing access to this Code.
  - **Evolution:** The Code will be reviewed regularly to reflect the evolving needs of the membership and the industry.
  - **Leadership by Example:** WoVO leadership is committed to modeling the standards set forth in this Code.
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**Together, we uphold the voiceover profession through trust, collaboration, and excellence.**

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