

Core Expectations

Core connects women at every stage of their professional journey to navigate what's now and what's next.

Core combines deep connections to peers and a world-class facilitator with hyper-relevant content designed to help you achieve your professional goals. In this space, you'll make meaningful connections, gain perspectives that challenge and expand your thinking, and access the collective wisdom of peers who understand the realities of leadership today.

We've put together the following policies and guidelines to optimize your Core experience.

CHIEF COMMUNITY GUIDELINES

Chief is building a powerful network of executives and our community guidelines are grounded in our values (powerful, inclusive, real, curious, time travel). They inform the behaviors we expect members to embody and uphold and are part of our effort to create in person and virtual environments that foster dignity, safety, and respect. We expect all members, Core Guides, coaches, Chief team members, and guests to embody and uphold these guidelines.

Our Community Guidelines govern current and future behavior and interactions in all official Chief spaces, including our Clubhouses, Chief- and member-led in-person and virtual experiences, the Chief app, and all Core meetings, Executive Coaching sessions, and Executive Education sessions.

Please use discretion and common sense to act with intention within the community. These guidelines also apply to any guests as well.

1. Respect

Engage thoughtfully with anyone within the Chief community — including the Chief team, Core Guides, and other members — at all times.

- **Be intentional and treat all members of our community with dignity.** Show consideration, care and empathy for others. Recognize and honor the unique identities and backgrounds within our community.
- **Exhibit self-awareness and engage constructively.** Be mindful of context, language, and tone. Listen to and approach different perspectives with an open mind. Remain open to feedback and own your mistakes.
- **Be considerate and professional.** Whether they are hosting an event, participating in a virtual chat, or connecting one-on-one, we expect members to be responsible and intentional when communicating with others.

2. Confidentiality

Never use, sell or share any information about the Chief network without explicit consent.

- Information includes (but is not limited to): member and company information, exchanges, and content shared within the community for personal or professional gain.
- Do not record Core meetings, Executive Coaching sessions, Executive Education sessions, Chief and member-hosted events, and other Chief interactions without consent from every party. This constraint encompasses a range of artificial recording methods and similar technologies. See our [Zoom AI Notetaker Policy](#).
- We take data privacy very seriously and if you use, sell, or share members' information beyond Chief, we reserve the right to terminate your membership immediately.

3. No-Solicitation

Networking is welcome and the backbone of Chief. Overt solicitation is not.

- We understand the power of a strong network naturally leads members to doing business with each other, and we encourage this connection across our community. It is, however, critical that Chief is a trusted community for our members.
- Solicitation of goods or services for the sole purpose of driving future business in any Chief spaces is prohibited in all forms: overt, indirect, and implied, unless expressly invited to do so.
- This includes spamming (e.g., posting repeat content and/or multiple variations of content).

4. Inclusion

We strive to be a place where all people are able to give their highest unique contribution to create a community of exceptional leaders.

- Everyone at Chief has a role to play in creating the type of community we aspire to be and we co-own the responsibility for it.
- Discrimination and harassment have no place at Chief and any behaviors that threaten the sense of dignity, well-being, and safety of our members, Chief Guides, or team members are not tolerated. Discrimination and/or harassment that are rooted in (but not limited to) racism, sexism, transphobia, ableism, xenophobia, anti-semitism, ageism, heterosexism/homophobia, classism, sizeism/fatphobia, colorism, and islamophobia threaten the essence of what we are building.
- We practice self awareness of our own identities and are curious about how this informs our interactions.
- We practice openness and willingness to learn and unlearn in ways that drive inclusion.
- We recognize that power imbalances exist for different groups and strive to work against them.
- We aim to get it right more than we get it wrong. When we do miss, we work to repair the harm with others.

ENFORCEMENT OF GUIDELINES

All the guidelines listed above are baseline expectations for the community and should be followed in all settings and spaces within Chief (Clubhouses, virtual environments, Core meetings, Executive Coaching sessions, etc.). Please exercise thoughtfulness and judgment on behaviors that contribute to and harm our community.

We expect members to uphold these expectations anywhere there are other Chief community members, even outside the Chief platform. This applies to members-only chat groups (WhatsApp, Discord, Slack), external events and workplaces, and non-Chief official social media pages and groups (LinkedIn, Twitter, Instagram, Facebook) where Chief is unable to enforce our guidelines. See our [External Communication Policy](#).

We reserve the right to terminate your membership if you violate any of the guidelines above.

Reporting Violations

If a community post violates our guidelines, you can report it directly online or within the app. The Chief team reviews all reports and will take action when appropriate.

If there is an incident that lands on a member or a community, we encourage you to reach out directly to other member(s) to talk through the concerns, if appropriate. We also recognize that the heavy lifting of these conversations often lands with marginalized communities and those who are harmed by the behavior. To that end, please reach out to the Chief team for support and we will work with you on options to address the issue. Email concierge@chief.com to report any behavior that violates the guidelines outlined above. We take all reports seriously and will take appropriate action to address them.

We reserve the right to revisit our community guidelines at any time.

CORE GUIDELINES

Attendance

Full group participation is an essential part of the Core experience.

Members are expected to attend every Core session, and we schedule sessions in advance to support this expectation.

The following attendance policy is designed to optimize your group's engagement and connection, with the understanding that extenuating circumstances may arise.

Repeated absences may affect your ability to participate in Core.

— **Consistency Matters**

Each Core session offers new content and opportunities to connect with your group. Your consistent presence helps maintain trust and depth in the group experience.

— **Two Absences**

If you miss 2 Core sessions within a year, the Chief team will reach out to you to check in. At that point, you can decide whether to recommit to your current group, explore switching to another group, or take a break from the group.

— **Three Absences**

If you miss 3 Core sessions in a 12-month period (half of the experience), you will be removed from your current Core Group. The Chief team will follow up via email with next steps and options for re-engaging in the future.

If you have an unavoidable conflict and must miss a session, please let us know by visiting [Chief.com/core](https://chief.com/core) and clicking the "I can't attend" button or email concierge@chief.com with at least 48 hours' notice. It's also helpful to let your Core Guide know directly. Your Core Guide will coordinate with the Chief team if multiple members are unable to attend so the group can explore rescheduling.

PARTICIPATION

Late arrivals and early departures disrupt the Core experience. Please arrive at each Core Group meeting on time and plan to stay for the full duration. Core Guides will note when members arrive late (15 minutes or more after the session's start time) or leave early (15 minutes or more before the end of the session).

Core participants are asked to join via video (as opposed to dial-in) and have their cameras on during each Core session.

Only the members and Guide assigned to the Core group are permitted to join that group's meetings.

CORE GROUP COMPOSITION

Core Groups are designed to match you with your true peers based on where you are and where you're headed. Together with your group, you'll find support, gain new perspectives, and build momentum for your journey ahead.

— **Navigators:** Career navigators looking to shape a fulfilling future

— **Builders:** Builders looking to create and scale value-aligned, thriving businesses

— **Executive Leaders:** High impact leaders looking to expand influence, build strong teams, and further cultivate their leadership edge

— **C-Suite:** Chief's most senior leaders looking to amplify their impact across teams, industries, and boardrooms

Within each journey, we look at the factors most relevant to your path, such as stage, role, company size, and scope of responsibility, to create the best possible peer fit. The goal is to place you with a group where you can learn, grow, and achieve meaningful outcomes together.

RESCHEDULING

Core participants will receive all meeting dates for the year (based on the cadence members share during onboarding, e.g., Fridays at 1 PM) at the time of group placement. Core Guides will offer opportunities for the group to revisit these dates to confirm they still work for the majority.

Rescheduling is coordinated through your Core Guide, who will connect with Chief if multiple members of the group are unable to attend. We do our best to accommodate these requests to support continuity for the group.

INDIVIDUAL TRANSITIONS

You can request a Core change at any time throughout your Core experience.

If you'd like to request a change to your Core Group, please email concierge@chief.com and share your feedback. While we may not be able to accommodate every request, we do our best to make sure your Core experience is a good fit.

We usually support changes in cases such as:

- A professional or personal conflict within your current group
- Scheduling conflicts with your group's meeting day and time

If you ever feel that your Core Guide or group dynamic isn't working for you, please reach out to our Concierge team at concierge@chief.com.

We process Core changes on a rolling basis and aim to confirm requests within one week. If it takes longer (for example, because we're waiting to find you the right group match) we'll keep you updated with next steps and an expected timeline.

When a Core change is made, any previous absences are cleared, so you'll start fresh in your new group.

GROUP TRANSITIONS

We will do our best to accommodate requests at the group-level if the majority of members are aligned. Example requests include adding new members, retiring the group, or switching Core Guides.

The Core team surveys Core Groups whose members or Guide have indicated they are looking for a change. These requests include a desire for more members, concerns about group engagement, or a wish to explore a new Guide. You can request a change by emailing concierge@chief.com.

Additionally, we may survey groups on a rolling basis if they've recently experienced group-level changes or significant shifts in membership. When we survey a group, we only make a change to its composition if more than 40% of its members respond to the survey. We process group-level Core changes on a monthly basis.

PAUSING AND OPTING OUT OF CORE

You can opt out of Core at any time, either as part of a membership pause or because you no longer want to participate and instead focus on other membership offerings.

If you opt out and later wish to return to Core, we may offer one of the following options:

- Rejoin your original Core Group (please note we cannot guarantee that the group will be active, or have the same members or Core Guide.)
- Restart Core and be placed in a net-new or established group open to new members.

If you've paused your Core participation or Chief membership, concierge@chief.com will reach out to determine which option will work best for you.

SHARING FEEDBACK

Chief welcomes your feedback as an opportunity to improve your experience. We will request your feedback on the Chief member portal after each meeting if you attend. Your Guide will receive a summary of the anonymous feedback.