

## **CODE OF CONDUCT INCLUDING ANTI-HARASSMENT POLICY**

### **Event Code of Conduct**

NAHJ believes that our events should be open to all members and NAHJ guests. We're committed to providing a friendly, safe and welcoming environment for all, regardless of race, national origin, gender, gender identity or expression, age, sexual orientation, disability, ethnicity, religion, or other legally protected status. We are committed to ensuring that members and guests at our events are not subjected to intimidating, threatening, abusive, or bullying conduct or behavior.

This code of conduct outlines our expectations for attendees' behavior at NAHJ national, regional and local events as well as the consequences of unacceptable behavior. By attending an NAHJ event, all participants (speakers, attendees, staff, sponsors and other guests) agree to abide by this code of conduct at all event venues and event-related social functions.

### **EXPECTED BEHAVIOR**

First and foremost, treat everyone with respect. Participate while acknowledging that everyone deserves respectful treatment, and that every participant has the right to enjoy their experience at NAHJ without harassment or discrimination based on their protected status.

- Be considerate, respectful and collaborative.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Many NAHJ events are shared with members of the public; please be respectful to all patrons of these locations.

### **UNACCEPTABLE BEHAVIOR**

Unacceptable behavior includes, but is not limited to:

- intimidating, threatening, abusive, or bullying conduct or behavior
- harassing, discriminatory, derogatory, or demeaning conduct or behavior based on an individual's protected status as listed above
- disorderly conduct
- possession, use, or distribution of any illegal substances, which is not tolerated at any of the venues where NAHJ events are held.

Harassing conduct based on protected status can take many forms and may include, but is not limited to, the following: slurs, offensive jokes, statements, gestures, photographs, drawings, cartoons or pictures, assault, impeding or blocking another's movement or otherwise physically interfering with activities, conducting unwanted audio or visual recordings, violating someone's "personal space," engaging in leering, stalking, staring, intimidating or threatening behavior, or

making offensive communications based on protected status such as in the form of emails, telephone calls, voicemails, text messages or social media.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, physical contact, lewd or offensive behavior or language, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex.

NAHJ reserves the right in its sole discretion to determine what constitutes unacceptable behavior.

## **CONSEQUENCES**

Unacceptable behavior will not be tolerated whether by other attendees, media, speakers, or venue staff. Anyone asked to stop engaging in unacceptable behavior is expected to comply immediately.

If a participant engages in unacceptable behavior, NAHJ may take any action we deem appropriate, up to and including immediate expulsion without warning from the event and without refund of any registration or other fees, and revocation of your membership in NAHJ. NAHJ may take interim steps to address complaints of unacceptable behavior prior to commencement or completion of an investigation into a complaint.

## **REGIONAL & LOCAL EVENTS**

This code of conduct applies to all participants at all NAHJ events, including regional conferences and local professional and student chapter events.

**If You Witness or Are Subject to Unacceptable Behavior Speak Up!** Harassment or other violations of the event code of conduct will not be tolerated at NAHJ. If you are subject to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please immediately notify one or all of the following:

**NAHJ's Executive Director**

**NAHJ President**

**Event or venue security staff**

**Law enforcement**

Complaints or concerns may be made in person, by phone at (866) NAHJORG / (866) 624-5674 or via e-mail: [membership@nahj.org](mailto:membership@nahj.org). NAHJ will take appropriate action, as needed, to assist those experiencing unacceptable behavior during an event.

## **PROCESS & PROCEDURES**

- 1) NAHJ shall take all good faith complaints seriously, regardless of who is involved.
- 2) NAHJ shall conduct an investigation as promptly as possible that is appropriate for the allegations made. Complaints involving NAHJ staff will be handled under NAHJ's personnel procedures and not this policy. For other complaints, NAHJ's Executive Director or President shall start an investigation as soon as possible under the direction of an ad-hoc committee of impartial members. NAHJ will determine, in its sole and exclusive discretion, the scope and manner in which the investigation will be conducted, including whether to use an outside investigator.
- 3) The investigation shall protect confidentiality to the extent possible, but absolute confidentiality is not guaranteed.
- 4) Appropriate records of the investigation will be maintained by NAHJ and treated confidentially and stored separately from organizational personnel files.
- 5) The ad-hoc committee and/or investigator will determine the appropriate scope and process for the investigation, and the investigation will be conducted in a fair and impartial manner. In general, the complainant, witnesses and the accused will be interviewed, and relevant documents, messages, and other evidence will be gathered and reviewed. The ad-hoc committee or investigator shall evaluate credibility, based on such factors as the consistency of each individual's statements, any corroborative or contradictory evidence, and other relevant factors.
- 8) The ad-hoc committee or investigator shall prepare a report of the investigation findings. The ad-hoc committee and/or investigator may also make recommendations for action to be taken in response to the findings, including for preventing problematic behavior in the future.
- 9) The investigation report shall be provided to the NAHJ board, and the board shall take appropriate corrective and remedial action if necessary, proportionate to the severity of any substantiated misconduct. Corrective measures should also encompass actions to help prevent future incidents, if appropriate. **All Board members must maintain confidentiality of the investigation report and its contents, except as otherwise authorized by the NAHJ Board as part of its resolution of the complaint.**
- 10) NAHJ shall provide a follow-up communication to the complainant and accused regarding the investigation determination and corrective action, if applicable to the party.
- 11) At the annual conference and regional events, NAHJ will provide a summary of the code of conduct and anti-harassment policies to all attendees and display on a board at the registration table and other areas with contact information: Complaints or concerns may be made in person, by phone at **(866) NAHJORG / (866) 624-5674** or via e-mail: **membership@nahj.org**. We will also provide cards with QR codes printed to provide all this information.