



## **Code of Conduct Policy**

IDiF, Inc. (the “Organization”) is committed to hosting safe and open spaces for all. All spaces, activities and events, online or physical, shall be governed by the Organization’s Code of Conduct Policy. The Organization’s activities, services, and events are meant to foster meaningful and inclusive collaboration between participants, community members, and other partners. We expect participants in these activities and events to adhere to the rules contained in this Code of Conduct.

### **Code of Conduct**

To ensure orderly operations and provide a suitable meeting environment, the Organization expects participants, staff members, and volunteers to follow rules of conduct that will protect the interests and safety of everyone. Examples of impermissible conduct that may lead to disciplinary action are identified below to promote an understanding of what is considered unacceptable conduct. By providing these examples, the Organization in no way restricts its discretion to discipline or remove participants, staff members, and volunteers from future programs, events or meetings. It is impossible to provide an exhaustive list of the types of conduct that may result in disciplinary action. The following list, therefore, contains some examples of conduct that may lead to disciplinary action, up to and including removal from the Organization’s programs and events:

- Violation of any Organization rule or any action that is detrimental to our efforts to further the Organization’s mission.
- Verbal, physical or visual harassment of another participant, staff member or volunteer.
- Discourtesy or rudeness to a fellow participant, staff member or volunteer, including the use of abusive language towards a staff member, volunteer or another participant.
- Negligence or any careless or deliberate action which endangers the safety of another participant, staff member or volunteer.
- Being intoxicated or under the influence of a controlled substance while participating in any Organization program, event or meeting.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on our premises, at any of our events, or when representing our Organization; fighting, or provoking a fight at any program, event, or gathering or deliberate or negligent damage of the Organization’s property.
- Insubordination or refusing to obey instructions properly issued by the Organization’s staff pertaining to programming or other such gatherings.
- Threatening or intimidating fellow participant, staff member, or volunteer at any time, for any reason.
- Engaging in an act of sabotage; deliberately or negligently causing the destruction or damage to the Organization’s property.

- Theft or unauthorized possession of property or the property of fellow participants, staff members, or volunteers; unauthorized possession or removal of property, including documents without prior permission from management; unauthorized use of property for personal reasons.
- Giving confidential or proprietary information prepared by the Organization to other organizations or to unauthorized persons.
- Failure to cooperate fully with any investigation by the Organization.
- Immoral conduct or indecency while representing the Organization.
- Any other kind of misconduct that reflects unfavorably upon the Organization.

You have read and understand the Organization's Code of Conduct. You agree to abide by the rules described above and understand that you may be removed as a participant if you violate any of these rules.