



### **Procedure to address Unacceptable Behaviors Witnessed or Reported at Coalition Events**

The Coalition is committed to creating a safe space where everyone (attendees, presenters, and facilitators) feels welcome, respected and valued. We know individuals have different levels of boundaries, different sense of humor, etc. We do recognize there are many survivors of sexual abuse, harassment, etc. in every event we host. In an effort to ensure a safe space for all individuals, please be mindful and intentional with your words and actions.

The Code of Conduct will be made available to all participants of trainings on the Coalition Website, and should be linked to training invites. The Coalition will be asking participants to review the Code of Conduct prior to training so they are aware of the requirements. See Code of Conduct for full details.

#### **Initial Report or Witness of Unacceptable Behavior:**

When the Coalition becomes aware of unacceptable behaviors (via report or witnessing) the Coalition will connect with the individual(s) who are linked to the unacceptable behaviors immediately. The Coalition will keep the identity of the reporter confidential, if requested.

#### **If it is an individual(s) outside of the Network of Programs:**

A Coalition member(s) will connect with the individual(s) linked to the unacceptable behaviors to discuss the behavior, action and/or language which has caused harm and discuss the impact. Coalition member(s) will remind individual(s) of the Code of Conduct and ask for their plan on how they will meet the requirements.

If the individual(s) are able to verbally agree to the Code of Conduct requirements and able to be inclusive, respectful and build a sense of connection they will be able to continue with attending the events.

If the individual(s) are not able to verbally agree to the Code of Conduct requirements and not able to be inclusive, respectful and build a sense of connection they will be asked to leave the event. If there is a fee for the event they will not be eligible for reimbursement. The Coalition will make a strong attempt to identify who the individual's supervisor may be and connect with them to report the unacceptable behavior(s) and why the individual was asked to leave the event.

Connection and reassurance to the reporter: The Coalition member(s) will connect with the reporter to let them know the unacceptable behavior has been addressed with the individual(s).

#### **If it is an individual(s) within the Network of Programs:**

A Coalition member(s) will connect with the individual linked to the unacceptable behaviors to discuss the behavior, action and/or language which has caused harm and discuss the impact. The Coalition member(s) will remind individual(s) of the Code of Conduct and the mission/values of our work and ask for their plan on how they will meet the requirements. A Coalition member will ask to follow-up with them to learn about the long-term plan if applicable to the learning needs of the situation.



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The Coalition member(s) who address the unacceptable behavior will need to document what was reported and/or witnessed and all conversations and actions taken to address the behaviors with the individual(s). Coalition member(s) should let their supervisor and/or the Executive Director know the details of these efforts as soon as possible.

If the individual(s) are able to verbally agree to the Code of Conduct requirements and able to be inclusive, respectful and build a sense of connection they will be able to continue with attending the event.

If the individual(s) are not able to verbally agree to the Code of Conduct requirements and not able to be inclusive, respectful and build a sense of connection they will be asked to leave the event. If there is a fee for the event they will not be eligible for reimbursement. The Coalition will make a strong attempt to identify who the individual's supervisor may be and connect with them to report the unacceptable behavior(s) and why the individual was asked to leave the event.

Connection and reassurance to the reporter: The Coalition member(s) will connect with the reporter to let them know the unacceptable behavior has been addressed with the individual(s).

### **Continued Report or Witness of Unacceptable Behavior:**

When the Coalition becomes aware of additional unacceptable behavior(s) (via report or witnessing) either related to initial scenario or separate from the initial scenario the Coalition will connect with the individual(s) who are linked to the unacceptable behaviors. The Coalition will keep the identity of the reporter confidential, if requested.

### **If it is an individual(s) outside of the Network of Programs:**

A Coalition member(s) will connect with the individual(s) linked to the unacceptable behaviors to discuss the behavior, action and/or language which has caused harm and discuss the impact. Coalition member(s) will remind individual(s) of the Code of Conduct and creating an environment which is inclusive, respectful and has a sense of connection is a value of our events. As a result with the additional report a Coalition member will let them know due to them not being able to uphold those values they will be asked to leave the training event.

If there is a fee for the event they will not be eligible for reimbursement. The Coalition will make a strong attempt to identify who the individual's supervisor may be and connect with them to report the unacceptable behavior(s) and why the individual was asked to leave the event.

Connection and reassurance to the reporter: The Coalition member(s) will connect with the reporter to let them know the unacceptable behavior has been addressed with the individual(s).

### **If it is an individual(s) within the Network of Programs:**

A Coalition member(s) will connect with the individual(s) linked to the unacceptable behaviors to discuss the behavior, action and/or language which has caused harm and discuss the impact. Coalition member(s) will remind individual(s) of the Code of Conduct and creating an environment which is



inclusive, respectful and has a sense of connection is a value of our events. As a result with the additional report a Coalition member will let them know due to them not being able to uphold those values they will be asked to leave the training event.

The Coalition member(s) who address the unacceptable behavior will need to document what was reported and/or witnessed and all conversations and actions taken to address the behaviors with the individual(s). Coalition member(s) should let their supervisor and/or the Executive Director know the details of these efforts as soon as possible. In addition, a strategy will be created as a team on who will contact the individual's supervisor to discuss the situation as soon as possible. The Coalition will ask for the agency's policy on how this scenario will be addressed to ensure the individual is able to abide by the Code of Conduct at Coalition events.

If there is a fee for the event they will not be eligible for reimbursement. The Coalition will make a strong attempt to identify who the individual's supervisor may be and connect with them to report the unacceptable behavior(s) and why the individual was asked to leave the event.

Connection and reassurance to the reporter: The Coalition member(s) will connect with the reporter to let them know the unacceptable behavior has been addressed with the individual(s).

**Documentation of Witnessed and/or Reported Unacceptable Behaviors:**

All details of witnessed and/or reported unacceptable behaviors for those members who are within the Coalition, volunteer for the Coalition, and/or are members of the Network of Programs shall be documented.

Documentation should clearly outline:

- The unacceptable behaviors reported/witnessed, time and date of event.
- Reporter request to remain confidential, if applicable
- Coalition member(s) who addressed behavior(s) with individual(s)
- Specific details of conversation held with individual(s)

Documentation may be shared with Coalition members who need to assess situation for next steps and by direct supervisor of the individual(s) who were asked to leave an event.

Documentation will need to be stored on the shared Coalition drive in the designated file. Scenarios older than 5 years should be deleted unless, needed for any current circumstances taking place.