

# Code of Conduct

## CODE OF CONDUCT MANAGER

Meeting Date \_\_\_\_\_

Meeting Name \_\_\_\_\_

Code of Conduct Manager \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## MEETING SCRIPT

*To be read aloud by the Code of Conduct Manager.*

The CFT Executive Council has adopted the CFT Code of Conduct, which prohibits discriminatory, harassing or otherwise unacceptable behavior in the workplace and at any CFT activity, event or meeting, even if the conduct has not risen to the level of a violation of law.

The CFT is committed to providing a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law. We ask all meeting participants to conduct themselves consistent with the values of equity and equality.

[I or Name] \_\_\_\_\_ is/am the designated point person for anyone who thinks they have experienced discriminatory, harassing or otherwise unacceptable behavior at this [name of event] \_\_\_\_\_.

I urge you to contact the [Me or Name] \_\_\_\_\_ if you have any concerns.

If you are unable to reach [Me or Name] \_\_\_\_\_, you may notify one of the following.

- **Liz Soto** Controller: Email [esoto@cft.org](mailto:esoto@cft.org) or phone (818) 843-8226
- **Sarah Callahan** Executive Director: Email [scallahan@cft.org](mailto:scallahan@cft.org) or phone (510) 523-5238

## FOR MORE INFORMATION

Find the complete CFT Code of Conduct, implementation guidelines, and this form on the CFT website under Key Documents, or at this direct link [www.cft.org/code-of-conduct](http://www.cft.org/code-of-conduct).