

CFT Code of Conduct

Purpose: 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 prohibited by law. As such, the CFT will not tolerate discriminatory, harassing or otherwise unacceptable behavior in the workplace or at any of its activities, events or meetings, even if the conduct has not risen to the level of a violation of law. The CFT expects everyone in the workplace and those who participate in any of its activities, events or meetings to abide by this Code of Conduct.

Definitions:

A. Discrimination

Discrimination against an individual because of a person's 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 is illegal discrimination.

B. Harassment

Harassment is a form of discrimination that can take many forms, including physical contact, verbal comments, written communications or other unwelcome conduct. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, jokes or threatening, intimidating or hostile acts that relate to sex, race, age, disability or other protected categories. Harassment may also include written or graphic material that denigrates or shows hostility toward an individual or group based on protected characteristics, whether that material is sent by email or placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises of the activity, event or meeting.

C. Sexual Harassment

Sexual harassment is a form of sex discrimination. It can take many forms, including physical contact, verbal comments, written communications or other conduct. Sexual harassment does not have to be sexual in nature; non-sexual contact, comments or conduct can still—depending on the circumstances—create an intimidating, offensive or harassing and discriminatory environment or experience.

Expected Behavior:

The CFT is a democratic organization that values open and vigorous discussion of the issues

facing the CFT, our members, working people and the labor movement. This Code of Conduct is not intended to restrict free and open debate, but rather is concerned with preventing unacceptable behavior.

The CFT expects everyone who is in, or enters the workplace, including vendors, consultants, and all participants in CFT activities, events, or meetings to conform to the following Code of Conduct:

- Respect others and their views.
- Recognize and value individual differences.
- Do not engage in aggressive, bullying or intimidating behavior.
- Do not engage in discriminatory or harassing behavior

If Subject to Unacceptable Behavior:

Prior to the start of CFT activities, events or meetings with non-staff participants (affiliate leaders, staff or members; partner organizations; employer representatives; public official etc.) attendees will be informed of the Code of conduct, and the CFT designee to whom complaints may be directed will be identified for all attendees.

If you are subject to what you believe is unacceptable behavior under this Code of Conduct, or witness such behavior, please inform the CFT designee immediately. If that person is not available, you may inform any other CFT manager or officer, who will work with the CFT designee to respond to the complaint.

The CFT takes these complaints seriously and may, at its discretion, take action that it deems appropriate upon assessing the situation. Possible responses may include a warning to or expulsion of the alleged offender from the CFT activity, event or meeting. Additionally, where appropriate, the CFT may inform the alleged offender's affiliate, or employing entity of the offending behavior and complaint, or initiate disciplinary proceedings for those who hold a position subject to discipline by the CFT. If needed, or requested, a CFT designee will help complainants contact security or local law enforcement, provide escorts or otherwise assist complainants experiencing unacceptable behavior to feel safe for the duration of the activity, event or meeting.

Any person who is subject to unacceptable behavior should contact Liz Soto, Controller, at 818-843-8226, or at esoto@cft.org; or Sarah Callahan, Executive Director, at 510-523-5238, or at scallahan@cft.org.

Any complaint brought to the CFT's attention will be treated confidentially to the extent possible to properly assess the situation. The CFT will take all appropriate steps to ensure that the complainant is no longer subject to the unacceptable behavior.

The CFT will not tolerate retaliation against any individual who complains of unacceptable behavior under this Code of Conduct. The CFT will take every step necessary and appropriate to ensure that retaliation does not occur, and if it believes that retaliation has occurred, the CFT will take immediate action to stop the retaliation.