

CFT Code of Conduct Implementation Guidelines

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

The Code of Conduct is not intended to restrict free and open debate, but rather is intended to ensure a positive and respectful environment that is free of discrimination and harassment.

Implementing the Code of Conduct is about maintaining an environment that enables leaders, members, staff and other participants to make their best contributions. Intentionally making the Code part of how we conduct our business will reinforce the values enshrined therein.

The Code of Conduct will be incorporated into all CFT-sponsored activities, events and meetings with affiliates, external guests or outside organizations. This means the following:

The **Code of Conduct** should be included in the printed materials of the meeting or the link provided when materials are distributed digitally. The Code may be found at <https://www.cft.org/key-documents>.

The following meeting script should be read to all attendees at the beginning of the meeting or event:

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.

_____ is/am the designated point person for anyone who thinks they have experienced
Name or "I"

discriminatory, harassing or otherwise unacceptable behavior at this _____. I urge you to
Event Name

contact _____ if you have any concerns.
Name or "I"

If you are unable to reach _____, you may notify any of the following:
Name or "I"

Liz Soto, Controller, at 818-843-8226 or at esoto@cft.org; Sarah Callahan, Executive Director at 510-523-5238, or at scallahan@cft.org, whose contact information is listed in the Code of Conduct and on the handout you received as part of this meeting's materials.

The Statement of Values should be displayed at meeting registration and be made available for participants, either as a stand-alone handout or incorporated into other printed meeting materials. Note that this document is customizable and you should fill in the information specific to your meeting.

All documents listed above can be found on <https://www.cft.org/key-documents>.

In order to ensure implementation, meeting request forms will require the designation of a Code of Conduct manager for each meeting.