

# CODE OF CONDUCT

## FOR JUNETEENTH UNIVERSITY PERSONNEL

(Adopted October 6, 2021)

All volunteers and contractors of Juneteenth University (Hereafter, JU) must accept and act in accordance with the policies and procedures outlined within this Code of Conduct.

### DEFINITIONS

Independent Contractor: A person who provides seasonal services in exchange for a fee.

Volunteer: A person who gives of their time freely to JU.

By the acceptance of employment or assignments, all contractors and volunteers agree to abide by this Code of Conduct. Failure to adhere to these standards may result in termination of employment or revocation of remaining assignments. JR reserves the right to not consider violators for future employment or volunteer work.

JU will not tolerate conduct that impacts negatively on the organization, either in terms of an employee's or contractor's individual work performance, workplace safety, or the business interests and corporate image of JU. All employees, contractors, and volunteers must consider themselves as an ambassador of JU. You are not only expected to uphold all policies yourself, but to help remind others of them when necessary. Further, unlawful activity outside of JU is grounds for dismissal.

### ALCOHOL AND DRUGS

Alcohol may be consumed at any JU activity, including meetings, workshops, or events. Anyone operating JU vehicles or equipment must refrain from consuming alcohol before and while operating vehicles or equipment. JU contractors and volunteers may not pursue, engage in the use of be under the influence of illegal or recreational drugs, or substances which may impair their ability to function.

### SEXUAL MISCONDUCT

JU strictly prohibits all conduct which could pose a threat to the safety of participants, contractors, and volunteers. This policy sets forth JU's expectation that all individuals associated with JU events shall report the following kinds of misconduct without exception:

- Any actual or suggested misconduct of a sexual nature or potentially classifiable as a sex offense under applicable law
- Any harassing conduct pertaining to an individual's gender, sexual orientation, or gender expression
- Any conduct involving harm to a minor

Anyone found to have participated in misconduct that threatens the safety of a participant, contractor, or volunteer will be banned from association with any JU sanctioned event in any capacity.

### HARASSMENT

Behavior that may be considered inappropriate or may be deemed as harassment is not allowed. Harassment refers to a wide spectrum of offensive behavior and conduct that creates a hostile environment is prohibited. Such conduct may include:

Anyone found to have harassed a participant, volunteer, or contractor of JU will be subject to appropriate disciplinary actions.

#### ANTI-RETALIATION AND WHISTLE BLOWER POLICY

JU will not tolerate any retaliation against anyone who makes a good faith report, or threatens to make a good faith report, regarding JU, another organization, or an individual, whose suspected violation of the law or other violation endangers the health or safety of a participant, employee, independent contractor, volunteer, or the general public.

#### GENERAL CONDUCT

Our reputation depends on the conduct of all volunteers and contractors. Everyone engaged by JU is expected to maintain the highest ethical standard at all times. Good manners, courtesy, and common sense are generally all that is required in order to ensure appropriate conduct and behavior. Conduct or language that could be perceived by a reasonable person as being rude, inappropriate, abusive, disorderly, derogatory, immoral, or threatening will not be tolerated.

The policies of this Code of Conduct are intended to provide everyone engaged with JU an understanding of what is considered appropriate or inappropriate behavior. Every volunteer and contractor is expected to embrace the spirit and intent of these guidelines when matters not addressed arise.