

CODE OF CONDUCT THE EBELL OF LOS ANGELES

Revised August 15, 2024



EBELL CODE OF CONDUCT

The Board of Directors of the Ebell of Los Angeles is committed to providing a safe and welcoming environment, free of harassment and discrimination, for all our members, guests, and staff members. We expect everyone using the facilities to conduct themselves responsibly, respecting the dignity of others.

To ensure this goal, we ask Ebell members, guests, and staff members to behave in a manner consistent with the highest standards of collegiality, politeness, and decorum.

We also ask everyone to act and communicate appropriately at all times while on The Ebell's campus and in the parking lots, including when using the telephone or other methods of communication in connection with Ebell business. Our Code of Conduct does not permit language or actions that demean or show disrespect to another person. This includes, but is not limited to:

- Angry or vulgar language including shouting, name calling, or swearing;
- Unwelcome physical contact with another person;
- Intimidation by words, gestures, body language or other menacing behavior; and
- Behavior that intends or results in the destruction of property.

Members will be responsible for their own and their guests' conduct.

A member who has witnessed or was part of an incident involving any infraction of this Code of Conduct by or directed against Ebell members, guests, and/or staff members should provide in writing to the Executive Director or a member of the Executive Committee complete details of the alleged infraction, including the identity of the complainant. The alleged infraction will be investigated in a deliberate, thorough, and timely manner in accordance with Section XXIII(4)(ii) of the Interim Policies of The Ebell. After a review of all facts and if the Board determines that an Ebell member has violated this Code of Conduct, appropriate action will be taken, which may include a written warning, suspension or revocation of membership, and/or payment to The Ebell of any liabilities or obligations referenced in Section XXIII(4)(ii) of the Interim Policies.

In no event may any Ebell staff member be disrespected, reprimanded, verbally abused, or treated in a manner likely to cause reasonable embarrassment or humiliation. Any complaint or comment relating to any staff member should be directed to the Executive Director or a member of the Executive Committee. If a member witnesses or is subject to inappropriate conduct involving an Ebell staff member, vendor, or contract worker, a written description of the incident should be provided to the Executive Director or to an Executive Committee member for prompt review and investigation as described above.

In accordance with the Ebell mission and the goal of having a unified and caring Ebell community, the Board encourages everyone to live up to the values of compassion, friendship, and good manners which are central to this Code of Conduct.