

Ebell of Los Angeles 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 collegial and polite 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 Chief Executive Officer, Chief Operating Officer, or Human Resources the 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 the relevant sections of the 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 of the 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 Chief Executive Officer, Chief Operating Officer, or Human Resources. 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 Chief Executive Officer, Chief Operating Officer, or Human Resources for prompt review and investigation as described above.

In accordance with The Ebell's 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.

ZERO TOLERANCE POLICY FOR SEXUAL ABUSE & MISCONDUCT

The Ebell of Los Angeles maintains a strict **Zero Tolerance Policy** with respect to sexual abuse molestation, sexual misconduct, grooming (the behaviors used to gain trust of a minor or other vulnerable individuals for the purpose of abuse), harassment, exploitation, or inappropriate conduct of any kind.

This policy applies to all employees, volunteers, contractors, members, board members, guests, vendors, and other individuals acting on behalf of or participating in Ebell programs, activities, events, or operations. The Ebell is committed to providing a safe environment for all individuals who engage with the organization and will not tolerate conduct that endangers, exploits, or harms any participant, visitor, employee, volunteer, minor, or vulnerable individual.

Prohibited conduct includes (but is not limited to):

- Sexual abuse or assault
- Inappropriate physical contact
- Sexual jokes, comments, or suggestive language
- Grooming behaviors, including private, secret, or isolated communications with minors
- Exploitation of power imbalance

Reporting Requirements

All suspected abuse or misconduct must be reported immediately to the Chief Executive Officer, Chief Operating Officer, or Human Resources. Reports may be made verbally or in writing; a written follow-up may be requested to document the concern. Where legally required, reports will be made to appropriate law enforcement or child protective agencies.

Investigation & Interim Measures

Upon receiving a report:

- The individual accused may be immediately removed from duties pending investigation.
- The organization will conduct a prompt and impartial review.

Non-Retaliation

The Ebell strictly prohibits retaliation against any person who reports a concern in good faith.

Consequences

Violation of this policy may result in:

- Immediate removal from volunteer or employment duties
- Suspension
- Termination of employment or volunteer status
- Revocation of membership privileges
- Referral to law enforcement

MINOR & TEEN PROTECTION POLICY

This policy applies to all minors under the age of 18 who are interacting with The Ebell in the following capacities including but not limited to: interns, student participants, volunteers, and students attending events at The Ebell.

Those expected to follow the policy include all Ebell staff, contractors, members, volunteers, and anyone else acting on behalf of The Ebell who is interacting with minors. The Ebell may require those individuals to consent to the following in advance of working with minors:

Screenings, Training & Policy Compliance

- Background screening (criminal + sex offender registry)
- Abuse prevention training
- Mandated reporter training (if applicable)
- Signed Code of Conduct

Supervision Protocols/Two-Adult Rule

The two-adult rule requires that at least two unrelated adults must always be present in all interactions involving minors. No adult should ever be alone with a minor. Requirements include:

- No closed-door one-on-one meetings
- Interactions in observable spaces only
- Dressing room supervision by at least two adults

Communication Boundaries

- No private texting or messaging minors
- Parent/guardians should always be included in all communications, including virtual, in-person, and other forms of communication
- All communications with minors must occur through official Ebell communication channels

Transportation

- No transporting minors alone in personal vehicles
- Written parent consent is required if Ebell-provided transportation is necessary