



WESTOP
Board & Service Council - Code of Conduct

The Western Association of Educational Opportunity Personnel (WESTOP) is committed to a conference (events) at which everyone can participate in an inclusive, respectful and safe environment.

WESTOP events (conferences, meetings, etc.) are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any WESTOP event.

The Code of Conduct applies to any WESTOP event in-person or virtual, which shall include meetings, workshops, conferences, exhibits, receptions, and any other event organized, hosted or sponsored in whole or part by WESTOP.

Members and all participants (including guests) agree to follow the WESTOP Code of Conduct and all applicable guidance and procedures.

Expectations

Present themselves, interact and communicate in a professional and constructive manner, whether in person or virtually

Be considerate, respectful, and collaborative.

Refrain from demeaning, discriminatory or harassing behavior, materials and speech.

Handle dissent or disagreement with courtesy, dignity and an open mind. Be respectful when providing written and verbal feedback.

Be sensitive to and respectful of cultural contexts that vary among regions within the United States and abroad, reflecting WESTOP's membership and reach.

Be mindful of your surroundings and of your fellow participants. Alert conference organizers if you notice a dangerous situation or someone in distress.

Be aware of privilege and power dynamics. If you find you are talking or commenting a lot, consider stepping back to leave more space for others. If you share the work or ideas of others, give credit where it is due.

Be considerate of privacy and personal boundaries. Give others a chance to “opt-in” to personal interactions, and respect limits when they are set.



Prohibited conduct

Harassment, intimidation or discrimination in any form will not be tolerated.

Harassment consists of a single or multiple persistent or pervasive acts that are demeaning, abusive, offensive or create a hostile professional environment. It may include unwelcome sexual solicitation, physical advances or verbal or non-verbal conduct that is sexual in nature; threatening, intimidating or hostile acts; circulation of written or graphic material denigrating or showing hostility toward an individual or group; or epithets, slurs or negative stereotyping based on group identity. Harassment may take place either in person or through digital channels, including online conference platforms and social media outlets.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Behavior and language that are welcome or acceptable to one person or culture may be unwelcome and offensive to another. Examples of behavior that, when unwelcome, constitute sexual harassment include sexual flirtations, advances, or propositions; verbal comments or physical actions of a sexual nature, including sexually degrading words used to describe an individual; making unwelcome comments about someone's physical appearance; a display of sexually suggestive objects or pictures; sexually explicit jokes; unwanted touching; and persistent and unwelcome solicitation of emotional or physical intimacy. Sexual harassment may take place either in person or through digital channels, including online conference platforms and social media outlets.

Verbally or physically abusive behavior toward others during the WESTOP conference or events will not be tolerated. This behavior includes bullying, profanity directed toward others, property damage, deliberate intimidation or stalking, harassing photography or recording (including screenshots), physical assault, and real or implied threat of physical harm.

Disruption of speakers, presenters or any individuals engaged in the public presentation of conference-related content, both in person and online. This includes video-teleconferencing hijacking, frequently referred to as "Zoom-bombing."

Complaint process

Inappropriate behavior will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a participant engages in unacceptable behavior, the conference/event organizers may take any action they deem appropriate, up to and including expulsion from the conference/event without warning or refund.

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify the conference/event organizer and/or WESTOP members of the Board and Service Council as soon as possible. The Board and Service Council will do their best to maintain privacy and information on a need to know basis, however, complete confidentiality cannot be guaranteed.

WESTOP Board and Service Council will be available to help participants contact venue security or local law enforcement, to provide escorts, or to otherwise assist those experiencing unacceptable behavior to feel safe for the duration of the conference/event. You can report unacceptable behavior to any member of the WESTOP Board and Service Council.



I, _____, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the Western Association of Educational Opportunity Personnel (WESTOP) and hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations associated with my role as a Board member and abide by this Code of Conduct. I understand that failure to abide by this Code of Conduct may result in my removal as a Board Member, pursuant to the requirements and processes provided in the association's governing documents.

Board Member Name: _____ Board Position: _____

Signature: _____ Date: _____