



WESTOP Vendor Code of Conduct

Purpose

The Western Association of Educational Opportunity Personnel (WESTOP) is committed to ensuring that all individuals and organizations participating in WESTOP events and activities—whether as members, attendees, or business partners—conduct themselves with integrity and professionalism.

This **Vendor Code of Conduct** outlines the expectations for ethical, respectful, and lawful behavior by vendors, contractors, exhibitors, and suppliers (“Vendors”) who engage with WESTOP.

Scope

This Code applies to all Vendors and their representatives participating in any WESTOP event, including but not limited to conferences, meetings, workshops, exhibitions, receptions, and virtual or hybrid sessions organized, hosted, or sponsored by WESTOP.

Vendor Expectations

All Vendors are expected to:

- **Conduct Themselves Professionally**
Present themselves and their company in a professional, ethical, and constructive manner in all interactions with WESTOP staff, members, and attendees.
- **Show Respect and Integrity**
Be considerate, courteous, and collaborative. Treat all participants with dignity and fairness, regardless of background, identity, or role.
- **Ensure Inclusivity**
Respect the diversity of participants and avoid any behavior, language, or materials that could be perceived as discriminatory or exclusionary.
- **Avoid Harassment and Discrimination**
Refrain from demeaning, harassing, intimidating, or discriminatory behavior, speech, or content in any form—verbal, physical, or digital.

- **Be Mindful of Professional Boundaries**
Obtain consent for personal interactions, respect individual space, and honor any limits communicated by others.
- **Promote Safe and Positive Engagement**
Avoid conduct that could disrupt WESTOP activities, presentations, or operations, whether in-person or online (including “Zoom-bombing” or similar disruptions).
- **Maintain Confidentiality and Privacy**
Respect the privacy of WESTOP participants and handle any sensitive information with appropriate discretion.
- **Comply with Laws and WESTOP Policies**
Abide by all applicable laws, regulations, venue rules, and WESTOP policies.

Prohibited Conduct

The following behaviors are strictly prohibited:

- Harassment, intimidation, or discrimination of any kind
- Unwelcome sexual advances or inappropriate comments
- Threatening, bullying, or abusive language or actions
- Unauthorized photography, recording, or distribution of content
- Disruption of speakers, sessions, or WESTOP operations
- Damage to property or venue facilities

Reporting and Enforcement

WESTOP does not tolerate violations of this Vendor Code of Conduct.

If a Vendor or their representative engages in unacceptable behavior, WESTOP may take any action deemed appropriate, including but not limited to:

- Issuing a verbal or written warning
- Revoking exhibit or vendor privileges
- Removal from the event without refund
- Prohibiting participation in future WESTOP events
- Referral to law enforcement if warranted

Vendors and participants are encouraged to report incidents of misconduct immediately to a WESTOP Board or Service Council member, or to the event organizer. Reports will be addressed promptly and handled with discretion to the extent possible.

Acknowledgment

By participating in a WESTOP event, each Vendor acknowledges and agrees to comply with this Code of Conduct.

Vendor Name: _____

Company: _____

Signature: _____ **Date:** _____