

CODE OF ETHICS/CONDUCT

For members of the Democratic Women of Westmoreland

In 1927, the Pennsylvania Federation of Democratic Women, Inc. was founded to promote the appointment and election of Democratic women to responsible positions within all branches of government, to encourage the advancement of women in both the public and private sectors, and to advocate the principles of the Democratic Party. As a chapter of PFDW, the Democratic Women of Westmoreland (WOW) have the same charge.

PFDW's goal, and, thus, the role of WOW, is to promote the type of productive, civil and safe environment for all virtual and in-person attendees. By participating in WOW events, all attendees, including but not limited to members, guests, speakers, staff, sponsors and all others agree to uphold WOW's Code of Conduct.

By acknowledging this code of conduct, I hereby acknowledge and agree to the following:

1. I will work to ensure a supportive & productive environment for all members at any WOW-sponsored event or in any WOW-sponsored online space and understand that all members should conduct themselves in a professional manner. Whether the event is virtual or in-person, members are expected to respect each individual's right to their own viewpoint and to treat others with civility.
2. I will abide by all rules established to ensure a safe, productive, and harassment-free environment throughout meetings and events and online. Intoxication is never an excuse to disrespect, harass or harm others.
3. I will not engage in person or online in:
 - a. Harassing, intimidating or discriminatory verbal, physical or visual conduct in any form, to include wearing clothing with graphic, inappropriate or profane images or slogans
 - b. Verbal abuse of any other members. Examples of verbal abuse include but are not limited to using sexually explicit, harassing or profane language, gestures or images while attending any WOW event, live or online.
 - c. Disruptive or unprofessional behavior
 - d. Deliberate intimidation, stalking, or following of persons or witnesses to harassment
 - e. Inappropriate physical contact or assault, unwelcome attention, coercing inappropriate sexual or other conduct in exchange for a benefit
 - f. Advocating for or encouraging any of the above behavior.
 - g. Distributing promotional materials other than what has been pre-approved.
4. I further promise to be mindful of my surroundings and others. I understand that violating any portion of this code of conduct may result in removal from a meeting, an event, or an online space without refund or warning and potential prohibition from attending future events.

PROCEDURES RELATED TO CODE OF CONDUCT

A member should alert a WOW Officer or the Parliamentarian if they notice discriminatory, harassing, aggressive, disruptive, unprofessional or exclusionary behavior or speech or other behavior unbecoming of a member.¹

1. Reports will be addressed discreetly if at a public event. The offender will be pulled aside by an officer and asked to stop the inappropriate behavior. If such behavior ceases immediately, no further action needs to be taken.
2. Action on a report. A WOW officer or Parliamentarian
 - a. Takes action immediately, if necessary, for safety and security of reporter and members
 - b. Or refers the matter for further review
 - c. Recommends action
 - d. Parliamentarian files a written Ethics Code Violation Report
3. Confidentiality
 - a. Reports and investigations will be kept as confidential as possible
 - b. Parties contacted will be advised to maintain confidentiality
 - c. Further proceedings may be subject to full disclosure to provide appropriate due process and to ensure the rights of all parties are protected.
4. A WOW officer will
 - a. conduct an appropriate investigation and allow parties and witnesses to present evidence and information relevant to the complaint. In most cases the proper official shall be the President or her designee.²
 - b. The officials shall decide the penalty to be sought, up to and including expulsion from WOW, subject to bylaws.³
5. Decisions of the Officers or Parliamentarian on any action related to the report may be appealed. Appeals must be submitted in writing to the President or Parliamentarian⁴ within 30 days.
6. WOW prohibits any retaliation against anyone who in good faith reports a possible violation of this Code of Conduct or who provides truthful information during an investigation of improper conduct.
7. A report involving an individual who is not a WOW member may cause that person to be prohibited from any WOW events. If necessary, law enforcement could be contacted.

ENFORCEMENT

If a member engages in discriminatory or harassing behavior at an event or online, organizers retain the right to take any appropriate action to keep the event/online space a welcoming environment for all members, including but not limited to warning the purported offender and expelling persons from the event/online space with no refund. Members asked to stop any discriminatory or harassing behavior are expected to comply immediately. Event/online organizers may take action to address anything designed to, or with the clear impact of, disrupting the event/online space or making the environment hostile for any members. Additionally, offenders may be subject to expulsion from, or other discipline regarding any Office held, in accordance with rules, procedures and bylaws.

I hereby acknowledge and agree to abide by this WOW Code of Conduct:

Club Member Printed Name

Club Member Signed Name

Date

¹ If the complaint involves either the President or the Parliamentarian, appointed by the President, the member filing the complaint should address their concern to another officer.

² See footnote #1.

³ See footnote #1.

⁴ See footnote #1.

Democratic Women of Westmoreland
Ethics Code Infraction Report Form

Date of Incident _____

Location of Incident _____

Members Involved

Incident as reported by Party # 1

Incident as reported by Party #2

Investigation procedure

Investigator's recommendation

Governance Committee Review and Resolution

Report filer Office Date