

## **Glendale College Guild Leadership and Committee Member Code of Conduct**

**Purpose:** The Glendale College Guild (the Guild) is committed to providing a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic prohibited by law. As such, the Guild will not tolerate discriminatory, harassing, or otherwise unacceptable behavior at any of its activities, events, or meetings, even if the conduct has not risen to the level of a violation of law. The Guild expects everyone who participates in any of its activities, events, or meetings to abide by this Code of Conduct.

### **Expected Behavior:**

The Guild is a democratic organization that values open and vigorous discussion of the issues facing our members, working people, and the labor movement. This Code of Conduct is not intended to restrict free and open debate, but rather is concerned with preventing unacceptable behavior.

The Guild expects everyone who holds an Executive Committee office and everyone on a Guild committee to conform to the following Code of Conduct:

- **Be patient and courteous.**
- **Respect others and their views.** We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one.
- **Be considerate.** We all depend on each other to produce the best we can as a Guild. Your decisions will affect colleagues, and you should take those consequences into account when making decisions.
- **Recognize and value individual differences.** We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes.
- **Do not engage in aggressive, bullying, or intimidating behavior.**
- **Do not engage in discriminatory or harassing behavior.**

### **Definitions:**

#### **A. Discrimination**

Discrimination against an individual because of a person's individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability,

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mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law is illegal discrimination.

## **B. Harassment**

Harassment is a form of discrimination that can take many forms, including physical contact, verbal comments, written communications or other unwelcome conduct. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, jokes or threatening, intimidating, or hostile acts that relate to sex, race, age, disability, or other protected categories. Harassment may also include written or graphic material that denigrates or shows hostility toward an individual or group based on protected characteristics, whether that material is sent by email or placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises of the activity, event, or meeting.

## **C. Sexual Harassment**

Sexual harassment is a form of sex discrimination. It can take many forms, including physical contact, verbal comments, written communications or other conduct. Sexual harassment does not have to be sexual in nature; non-sexual contact, comments or conduct can still—depending on the circumstances—create an intimidating, offensive, or harassing and discriminatory environment or experience.

### **If Subject to Unacceptable Behavior:**

If you are subject to what you believe is unacceptable behavior under this Code of Conduct, or witness such behavior, please inform the Guild President immediately via email or at 818-240-1000 x5395. If the President is not available, you may inform any other Guild Exec officer, who will work with Guild Exec to respond to the complaint.

The Guild takes these complaints seriously and may, at its discretion, take action that it deems appropriate upon assessing the situation. Possible responses may include a warning to or expulsion of the alleged offender from the Guild activity, event, or meeting. If needed, or requested, a Guild designee will help complainants contact security or local law enforcement, provide escorts or otherwise assist complainants experiencing unacceptable behavior to feel safe for the duration of the activity, event, or meeting.

Any complaint brought to the Guild's attention will be treated confidentially to the extent possible to properly assess the situation. Guild Exec, upon a supermajority vote, will take appropriate steps to ensure that the complainant is no longer subject to the unacceptable behavior.

The Guild will not tolerate retaliation against any individual who complains of unacceptable behavior under this Code of Conduct. The Guild will take every step necessary and appropriate to ensure that retaliation does not occur, and if it believes that retaliation has occurred, the Guild will take immediate action to stop the retaliation.

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