

CODE OF CONDUCT

POLICY 2022



Harassment and Discrimination Guidelines and Definitions

CBC provides a safe and harassment-free environment for all its employees, in the workplace as well as in any capacity at CBC-related programs or functions. It is also expected that CBC staff treat all those with whom they meet in any work-related capacity with respect and dignity, and to be treated in return with respect and dignity. All CBC employees are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory or retaliatory conduct, and are also covered by the policies in place at an outside gathering as stated by the host organization.

This policy addresses all harassment, intimidation, and discrimination made on the basis of race, sex, gender, gender identity and expression, sexual orientation, age, national origin, ancestry, disability (including use of a guide dog, hearing dog, or service dog), medical condition, religion, class, body size, clothing, military status, marital/domestic partnership status, or citizenship. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

Behavior that constitutes harassment including any of the following activities pertaining to an individual's protected class:

- Offensive slurs, threats, or verbal conduct.
- Obscene communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, pictures, drawings, photographs, writings, or other graphic images.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals.
- Inappropriate physical conduct, including touching and gestures, as well as stalking or following, regardless of the gender of the individuals involved.
- Threats, stated or intimated, that that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with another employee, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy.
- Threats, stated or intimated, of retaliation for reporting harassment or misconduct.

Respectful meeting behavior and dialogue

Harassment does not include respectful disagreement or reasonable and respectful critique made in good faith. We have a workplace that takes the perspectives of others seriously when a disagreement arises. The standards of respectful dialogue also apply to CBC committee meetings and any CBC-related meetings outside the offices.

Non-CBC employee conduct

Behavior by non-employees is both covered in this policy and by other policies in place, e.g., ABA, ALA, and any other affiliate organizations at whose functions CBC is present and interacting with non-CBC employees. Offensive behavior, as enumerated above, applies to any behavior encountered inside or outside the workplace in the line of your work responsibilities, e.g., at a trade show, work-related social gathering, or CBC-sponsored meeting. We will not tolerate harassment, discrimination, or retaliation of our employees in connection with their work by any non-employee. Immediately report any harassing or discriminating behavior by non-employees, including contractors working at CBC offices, an employee of a member publisher, an employee of an organization that is a CBC member or partner, or anyone you encounter in the line of work. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below. CBC employees are also prohibited from engaging in any offensive or discriminatory behavior towards any non-employee. This includes participating in any online discussion of any behavior that you have not personally witnessed. Posting any offensive online comments is also a violation of our policy.

Reporting misconduct

You should report any actions that you believe may violate our policy no matter how slight the actions may seem. If you have any concern that our code of conduct policy may have been violated by anyone, you must report the matter directly to the Executive Director and/or a CBC Board Member. The first options are Yolanda Scott (Yolanda@charlesbridge.com) or Shimul Tolia (Shimul.Tolia@littlebeebooks.com).

If an employee makes a report to the Executive Director or CBC Board Member who then does not respond or doesn't respond in a manner the employee deems satisfactory or consistent with this policy, the employee should report their complaint to another CBC Board Member. The director or the board will investigate the report and then take prompt and appropriate remedial action. CBC will protect the confidentiality of employees reporting alleged violations to the extent possible consistent with an investigation. You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy. You should report any actions that you believe may violate our policy no matter how slight the actions may seem.