



New York State Association of Town Superintendents of Highways Code of Conduct

1. Purpose

The New York State Association of Town Superintendents of Highways (NYSATSH) is committed to ensuring a welcoming, safe, and supportive environment for all, regardless of gender, race, color, ethnicity, sexual orientation, religion, disability, political orientation, genetic information, age, familial status, military status, domestic violence victim status, and/or other personal characteristics protected by law.

It is expected that all participants at NYSATSH supported events will abide by this Code of Conduct.

- “Participant” shall refer to any individual present at NYSATSH events including Executive Committee members, speakers, association members, attendees, vendors, exhibitors, contractors, invited guests, spouses/partners, media, staff and guests of any categories mentioned prior.
- “Supported Events” are any event that NYSATSH organizes, sponsors, and/or provides material assistance for in any way and includes ancillary events and unofficial social gatherings.

2. Expected Behavior

Participants at NYSATSH’ Supported Events are expected to:

- Exercise consideration and respect in one’s speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of one’s surroundings and of fellow participants.
- Ensure that presentation materials (verbal and visual) adhere to reasonable standards of professionalism and do not include material that could be deemed offensive by any group – even if intended for purposes of levity and amusement.
- Immediately alert a NYSATSH Executive Committee Member or staff member if you believe you are being subject to behavior that violates this code of conduct or if you witness someone else that is being subjected to behavior that violates this code of conduct.
- Immediately contact law enforcement if you witness criminal conduct and take all steps you deem necessary to protect yourself.

3. Unacceptable Behaviors

Unacceptable behaviors include, but are not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant in NYSAOTSOH Supported Events.
 - This shall include all related events and in one-on-one communications carried out in the context of NYSAOTSOH Supported Events.
 - NYSAOTSOH Supported Events venues may be shared with members of the public; please be respectful to all patrons of these locations.
- Making and/or disseminating verbal or written comments or visual images that can be viewed as demeaning and/or harmful to others because of a reference to their gender, race, color, ethnicity, sexual orientation, religion, disability, political orientation, genetic information, age, familial status, military status, domestic violence victim status and/or any other personal characteristics protected by law.
- Use of nudity and/or sexually suggestive images in public spaces (including presentation slides).
- Nudity, exposing breasts or genitalia.
- Deliberate intimidation, stalking or following.
- Harassing photography or recording.
- Excessive swearing.
- Intentional and sustained disruption of talks or other events.
- Physical assault (including unwelcome touching or groping).
- Real or implied threat of physical harm.
- Real or implied threat of professional or financial damage or harm.
- Conduct unbecoming of a member of NYSAOTSOH.

Harassment committed in a joking manner still constitutes unacceptable behavior.

4. Consequences of Unacceptable Behaviors

Unacceptable behavior from any participant at NYSAOTSOH Supported Events, including attendees, speakers, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff will not be tolerated. If a participant engages in unacceptable behavior, NYSAOTSOH reserves the right to take any action deemed appropriate up to and including:

- Rescinding a speaking invitation.
- Rescinding an invitation to serve on a committee or council.
- Removal of an individual(s) from NYSAOTSOH Supported Events by necessary and appropriate means, including the involvement of local law enforcement authorities, without warning or refund.
- Prohibiting an individual(s) from attendance at future NYSAOTSOH Supported Events.
- Canceling a members or individual(s) NYSAOTSOH membership without reimbursement and/or refund of membership dues.
- Termination of employment if unacceptable behavior was committed by a NYSAOTSOH employee and termination of our business relationship if committed by a contractor and/or consultant.

5. Complaint Review Procedure

All complaints will be reviewed and/or investigated by the NYSAOTSOH Officers and/or Association Counsel. Review/investigation may include any one, or all, of the following:

- Review of the initial complaint.
- Investigation of the complaint including the gathering of all information that the Executive Committee and Counsel deem pertinent to a fair review of the complained of behavior.
- Providing the person alleged to have committed the unacceptable behavior with an opportunity to be heard.

Any action resulting from the Officer's deliberation shall be considered a final determination with respect to the merits of the complaint. The Officers shall recommend appropriate disciplinary action, if any, and, except in the instance of expelling a member, such disciplinary action shall be a final determination. The Executive Committee shall review the proposed expulsion of a member.

Should a complaint be made by, or against, a member of the Executive Committee that individual(s) will be recused for all investigation, deliberation, decision-making and voting.

A record of all disciplinary action shall be maintained in NYSAOTSOH records at NYSAOTSOH primary business office location.

6. Filing a Complaint

If you are being subjected to, or notice that someone else is being subjected to, behavior that violates this Code of Conduct, please contact a NYSAOTSOH Executive Committee Member or staff member in person, by phone, or by email. Any information communicated under this policy will be treated as confidential to the greatest extent possible. All complaints will be treated seriously and responded to promptly.

If possible, provide the following information, preferably in writing:

- Identifying information (name, appearance) of the accused.
- The behavior that you believe is in violation of this Code of Conduct.
- The approximate time of the behavior (if different than the time the report was made).
- The circumstances surrounding the incident.
- The names of other individuals involved in the conduct and the names of those you believe are aware of the conduct and/or may have witnessed the conduct/incident.

Retaliation for reporting a violation of this Code of Conduct is a violation of the Code of Conduct. Persons reporting violations of the policy in good faith shall not be subject to any retaliation in any form.

7. Effective Date

This Code of Conduct shall be effective immediately upon approval of the Executive Committee.

8. Dissemination of this Policy

Copies of this Code of Conduct Policy shall be made available through, but not limited to, the Association's website, links to information and registration materials for Association supported events, at the time of registration for Association supported events, at the registration table of Association supported events, upon request, and through other media and means as deemed appropriate by the Executive Committee.