



## **NJLA Code of Conduct**

The New Jersey Library Association sponsors a variety of forums, meetings and professional development opportunities, including the annual spring Conference. The purpose of these events is to provide NJ librarians and library workers with opportunities to learn, connect and grow, which we believe to have a positive impact on the development and improvement of libraries throughout the state.

NJLA does not tolerate harassment of members, attendees, staff, venue workers, speakers or other participants at any meetings or events we sponsor. In accordance with NJLA's core values, we recognize a shared responsibility to create and maintain an environment based on mutual respect and free of harassment for the benefit of all. Participants may--and do--exercise their option to leave a session or a conversation. As a statewide professional association for librarians and library workers in New Jersey, the events and communications sponsored by NJLA are an extension of work and no person should work under threat of harassment.

In an effort to create an environment based on mutual respect and free of harassment, some behaviors are specifically prohibited. These include, but are not limited to:

- stalking, whether physical or virtual
- harassment, including jokes, comments, discrimination or refusal of services or facilities based on a person's race, color, religion, gender, gender expression or identity, pregnancy status, sexual orientation, national origin, age, veteran status, or disability
- unwelcome attention or contact, including any unwelcome sexual advances, suggestion of sexual favors, and other verbal or physical harassment of a sexual nature
- intimidation
- assault and/or battery
- sustained disruption of events
- harassing or non-consensual photography or recording

All participants and presenters are expected to observe these rules and behaviors at all NJLA-sponsored engagements. Participation in an NJLA meeting, event, or discussion signals a willingness to comply with this Code of Conduct. Any breach of this code of conduct will result in an appropriate course of action including but not limited to:

- verbal or written warning
- expulsion from the event or meeting
- exclusion from future events and/or meetings
- revocation of membership

Anyone can report harassment. If someone's behavior has made you uncomfortable, or if you witness the same happening to someone else, this information should be reported as immediately as possible. Violations to the NJLA Code of Conduct can be submitted through an online form, hosted on NJLA's website, or verbally to an NJLA staff person, Association Officer or Event/Meeting convener, who are then responsible for submitting a record of the violation on the reporter's behalf within 24 hours. Information for reporting instances of code violations should be displayed at all programs, meetings and events and included on all contracts.

Reports of code violations will be monitored and addressed by the NJLA Board Organization Subcommittee and shared with the Executive Director, NJLA President, other NJLA leaders, and/or legal counsel as appropriate to determine and carry out a course of action. Site security and/or local law enforcement may be involved, based on the specific circumstances. A follow-up report will be made to individuals who submit a report and a written summary of all such code violations will be made annually to the NJLA Executive Board. The Organization Subcommittee, in consultation with the Executive Board, may develop additional procedures to implement this policy.

Actions that result in expulsion or exclusion from an event or revocation of NJLA membership can be appealed in writing to the Chair of the Organization Subcommittee or the NJLA President. If relief is denied, a hearing may be requested in front of the Executive Board.

Approved by the NJLA Executive Board June 23, 2015

Approved by the NJLA Executive Board, May 21, 2019

<https://njla.org/content/njla-code-conduct>