**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 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. We recognize a sharedresponsibility 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 development association for librarians and library workers in New Jersey, the events 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 (physically or virtually)
* Harassment, including jokes or comments that target a person’s race, color, religion, gender (including pregnancy), gender expression, sexual orientation, national origin, age, veteran status or disability. This includes questioning a person’s right to use bathroom or other facilities based on these categories.
* unwelcome attention or contact. This includes unwelcome sexual advances, requests for 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 meetings or events. Your attendance at an NJLA meeting or event signals your 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, you should immediately contact an NJLA staff person, Association Officer or Event/Meeting convener. The NJLA webpage will list an email address and phone number for reporting code violations and all agendas,programs and contracts will include a link to that information. If a code violation is reported we will ask the reportee for information regarding the code violation including where and when the incident occurred, who was involved, who may have witnessed the code violation and what action is being requested of NJLA as a result of the report. If a reportee wishes to remain anonymous NJLA will honor that request. Reportees should be aware, however, that an anonymous report may be difficult to substantiate or take action upon.

Any reports of code violations will be forwarded immediately to the Executive Director , or designee, who will determine and carry out the appropriate course of action, and who may consult with and engage other NJLA staff, leaders and legal counsel as appropriate. Site security and/or local law enforcement may be involved, as appropriate based on the specific circumstances. A follow-up report will be made to individuals who report being harassed and a written summary of all such code violations will be made annually to the NJLA Executive Board. The Executive Director, in consultation with the Executive Board, may develop additional procedures to implement this policy.

NJLA staff, Officers and/or Meeting/Event conveners who receive reports of code violations are responsible for reporting the incident immediately to the Executive Director and documenting the report in writing and forwarding it to the Executive Director within 24 hours.

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

Approved by the NJLA Executive Board June 23, 2015