



# GrassWorks, Inc. Code of Conduct

## GrassWorks Inc.

GrassWorks is committed to providing a safe, productive, and welcoming environment for all participants and GrassWorks staff. Each participant, including attendees, speakers, volunteers, exhibitors, staff, service providers, is expected to understand and follow attendance policies. These expectations apply to all GrassWorks events including workshops, picnics and pasture walks.

### *Personal Safety and Security*

GrassWorks works with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable activity to any GrassWorks or venue security staff for immediate action. No concern is too small – if you see something, say something.

### *Responsible Drinking*

At many GrassWorks networking events, both alcoholic and non-alcoholic beverages are served. GrassWorks expects participants at our events to drink responsibly. GrassWorks and facility event staff have the right to deny service to participants and may require a participant to leave the event.

### *Unacceptable Conduct*

- Harassment, intimidation, or discrimination in any form.
- Any abuse, including physical, verbal or non-verbal abuse, of any attendee, speaker, volunteer, exhibitor, GrassWorks staff member, service provider, or any other meeting guest.
- Disruption of presentations at sessions, in the exhibit hall, or at any events organized by GrassWorks at the meeting venue, hotel, or other GrassWorks-contracted facilities.
- Examples of unacceptable behavior include comments related to gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, religion, national origin, political affiliation, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, GrassWorks staff member, service provider, or other meeting guest.

### *Sexual Harassment*

Sexual harassment is unacceptable conduct of a sexual nature which makes a person feel uncomfortable, offended, humiliated and/or intimidated. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

- Physical contact
- Physical violence, including sexual assault
- Unwelcome physical contact or inappropriate touching
- The use of threats or rewards to solicit sexual favors

### *Verbal conduct*

- Comments or insults based on appearance, age, private life, etc.
- Sexual comments, stories or jokes

- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Condescending or sexist remarks
- Sending sexually explicit messages (by phone or email)

*Non-verbal conduct*

- Display of sexually explicit or suggestive material or images
- Sexually-suggestive gestures
- Whistling or “cat calling”

*Reporting Unacceptable Conduct*

If you or anyone else is in immediate danger at any time, please contact local law enforcement (by calling 911) and immediately notify facility security.

If you or anyone else is the subject of unacceptable conduct, please contact any of the GrassWorks staff below. GrassWorks has zero-tolerance for any form of discrimination or harassment, including sexual harassment. If you experience or observe harassment or hear of any incidents of unacceptable behavior, GrassWorks asks that you please inform any of the following so that we can act.

Kevin Mahalko - President Cell: 715-314-0338	Rachel Bouressa – Conference Planner Cell: 608-228-6617
	Deb Jakukek – Conference Coordinator Cell: 715-590-2130

All reports will be treated seriously and promptly. Incidents will be handled with respect for the privacy of the victim, and will be confidential to the extent practical, given the circumstances. Reports may also be made anonymously.

Upon receiving a complaint, the matter may be further investigated by additional GrassWorks Staff. Actions to be taken will be discussed beforehand with the victim of the harassing behavior, where possible. If the complaint is of a criminal nature, legal authorities will be notified. If the offense is not of a criminal nature, the GrassWorks staff receiving the report will listen to the victim and discuss next steps.

If a person has been found to have harassed another person, any of the following may take place:

- Verbal or written warning.
- Suspension of attendance at GrassWorks-sponsored events.
- Prohibit attendance at any future meeting

The GrassWorks staff receiving the report will respect all requests of the victim to remain anonymous. Unacceptable conduct may be part of a larger pattern of repeated harassment. Please alert GrassWorks to all such conduct regardless of the offender’s identity or job title, even if you prefer your report to remain anonymous.

Reports of unacceptable conduct by an individual may also be reported by GrassWorks to an individual’s employer.

GrassWorks has zero tolerance for retaliation either on-site or at a member facility against individuals for reporting unacceptable conduct at GrassWorks-related events.