



Member Association Code of Conduct Toolkit  
February 2022

## Table of Contents

|  |   |
|--|---|
| Introduction .....   | 1 |
| WEF and Member Association Authority for Addressing Complaints ..... | 2 |
| How to Use this Toolkit.....   | 3 |
| Assess What the MA Needs .....                                       | 3 |
| Engage with MA Legal Counsel.....                                    | 4 |
| Sample Templates.....  | 5 |
| Tips .....   | 5 |

## Introduction

The Water Environment Federation (“WEF”) is committed to providing a professional, safe, and welcoming environment for all. In connection with this commitment, WEF adopted a [WEF Member Code of Conduct](#) (“Code”) with which members agree they will adhere to when joining and maintaining their WEF membership and WEF adopted an Event Code of Conduct with which registrants agree to adhere to when attending a WEF event.

The Code applies to WEF members and to any conduct and communication of the WEF member as detailed in the [WEF Member Code of Conduct](#).

This Member Association (“MA”) Code of Conduct Toolkit is provided to the MAs for use in developing a MA’s policies and procedures relating to MA member conduct. This toolkit does the following:

- clarifies when the WEF Member Code of Conduct may apply and when a MA Member Code of Conduct may apply;
- outlines the interaction of a Member Code of Conduct with a code of conduct established for a WEF event or a MA event;
- clarifies that a Member Code of Conduct does not apply to a non-member of WEF or the MA; and
- provides sample templates that a MA can utilize when developing a MA Member Code of Conduct, MA Member Discipline Policy and related forms, and/or an MA Event Code of Conduct.

To summarize when a Code of Conduct is applicable:

- WEF/MA Members –
  - To the degree that membership in a Member Association (MA) is required for a WEF member, the Code extends to the MA membership and its programs and activities, in addition to any separate Code of Conduct that might be adopted by the MA for its members. Note that WEF members are also subject to any separate Code of Conduct established for events they attend, either at WEF or at the MA.
  - When multiple codes of conduct exist, the WEF Member Code of Conduct is primary for the WEF member and takes precedence for decisions affecting WEF membership, followed by other codes that may apply to the WEF member.
- MA-Only Members – MA-Only members are **not** WEF members and are **not** subject to the WEF Member Code of Conduct nor WEF’s Member Discipline Policy. MA-Only members are, however:
  - subject to any MA Member Code of Conduct and disciplinary processes and procedures established by their MA(s).
  - governed by any separate Code of Conduct established for events they register to attend, whether it is a WEF- or MA-hosted event.
- Non-members attending MA- or WEF-hosted events are **not** subject to either WEF’s or the MA’s Member Code of Conduct but are subject to any Code of Conduct established for events they register to attend.

|   | Applicable to: |                |            |
|---|----------------|----------------|------------|
|   | WEF/MA Member  | MA-Only Member | Non-Member |
| <b>WEF Member Code of Conduct</b>                 | √              |                |            |
| <b>MA Member Code of Conduct</b>                  | √              | √              |            |
| <b>Event Code of Conduct Tied to Registration</b> | √              | √              | √          |

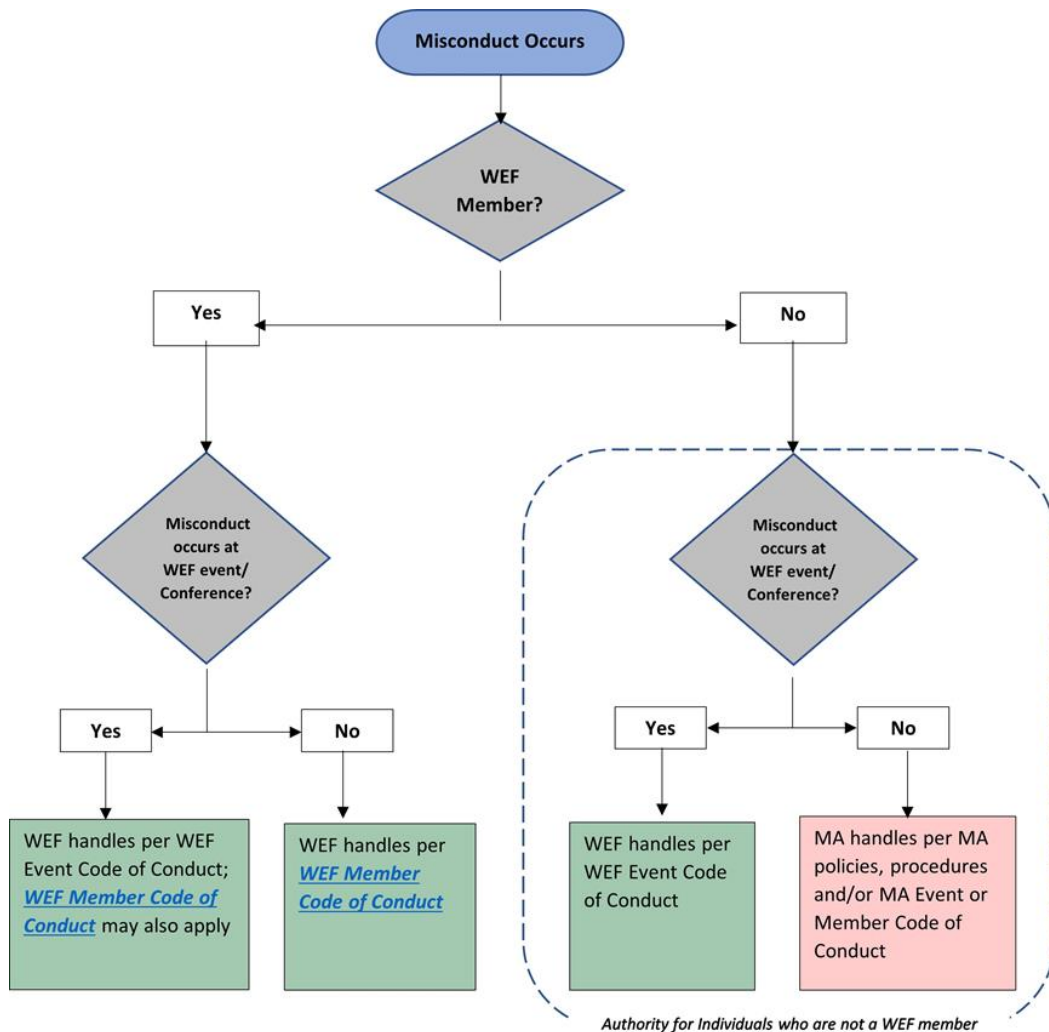
# WEF and Member Association Authority for Addressing Complaints

Authority for addressing complaints varies based on membership status and/or the situation. Handling of WEF member misconduct is under WEF authority; however, as appropriate, WEF will engage with any applicable MA(s) on WEF member misconduct to ensure that the MA viewpoints are understood and considered. Any additional MA Member Code of Conduct or MA Event Code of Conduct violations applicable to a WEF member, which were not addressed during WEF’s investigation and disciplinary processes due to being outside the WEF Member Code of Conduct, will be handled by the MA, if needed, after actions by WEF are completed.

Member Associations offering MA-Only memberships are responsible to handle any misconduct with MA-Only members, or with non-members attending a MA hosted event, independently from WEF, using mechanisms established by the MA.

## Handling Misconduct: WEF Authority and Member Association Authority

**LEGEND KEY:** ■ Green = WEF authority to investigate and resolve complaints  
■ Red = MA authority to investigate and resolve complaints



**If complaint on WEF/MA member surfaces at MA level, MA should contact the WEF Executive Director.**

## How to Use this Toolkit

This toolkit was designed to clarify the reach of the WEF Member Code of Conduct, outline authority for handling any complaints, and provide guidance and samples for Member Associations that may need to consider developing an organizational Code of Conduct and Member Discipline Policy.

### Assess What the MA Needs

Each MA should assess what is needed for their organization based on factors unique to their MA. Questions to help with determining what might be needed include:

- Does the MA have both WEF/MA members and MA-Only members **OR** only WEF/MA members?
- Does the MA have non-members attending MA hosted events?
- Does the MA have an already established MA Board approved Code of Conduct for members or events?
- Does the MA have already-defined MA Board approved member discipline policy or procedures?
- Do the MA Bylaws define processes that need consideration or revision?

Following are WEF/MA membership scenarios along with considerations for the MA:

#### **MA Has ONLY WEF/MA Members**

All members are subject to the already established WEF Member Code of Conduct and WEF Member Discipline Policy with WEF having authority for handling complaints as outlined in prior toolkit sections. The Code is sufficiently broad, and the MA may not need a separate MA Member Code of Conduct. *(If the MA desires to create additional Code of Conduct rules applicable to their membership, the MA is encouraged to speak with their legal counsel.)*

In this scenario, a MA is encouraged to:

- Add language to their website, or other member communications, stating the WEF Member Code of Conduct applies to all members of the MA;
- Develop a MA Board-approved MA Event Code of Conduct tied to MA event registration and applicable to all registrants, whether a member or a non-member.

#### **MA Has BOTH WEF/MA Members and MA-Only Members**

WEF/MA Members are subject to the already established WEF Member Code of Conduct and WEF Member Discipline Policy, and WEF has authority to handle any complaints as outlined in the documents. WEF/MA members are also subject to any MA Member Code of Conduct, if any, that applies to them at the MA level.

MA-Only Members are subject only to a MA Code of Conduct (if established) and MA processes and procedures; they are not subject to the WEF Member Code of Conduct and WEF Member Discipline Policy. The MA will handle MA-Only member misconduct complaints and discipline as needed.

MAs with MA-Only members are encouraged, with MA legal counsel assistance, to:

- Establish or outline expectations for MA-Only member conduct through a MA Board-approved MA Member Code of Conduct.
- Provide mechanisms for MA-Only members' informed acceptance of any established MA Member Code of Conduct.
- Establish MA disciplinary processes, procedures and forms through a MA Board approved Member Discipline Policy or other means that provide for "due process" to protect rights of all involved and which documents processes for filing, investigating and resolving a MA-Only member conduct complaint.
- Develop a MA Board approved Event Code of Conduct tied to MA event registration and applicable to all registrants, whether a member or a non-member.

### Engage with MA Legal Counsel

MAs should work with legal counsel to discuss MA needs, including how to build procedures that provide "due process" to protect the rights of all parties. A specific reference to a Code of Conduct may not be necessarily needed in MA bylaws if the bylaws already include language that a member is expected to follow required policies and procedures, and the bylaws outline a process through which a member's rights may be terminated if the member does not follow policies and procedures. MAs should verify the MA's approach to the development and dissemination of a MA Code of Conduct, including whether a bylaws revision is needed, with their legal counsel.

## Sample Templates

***The samples available in this toolkit are examples and are not specific to the facts of, or laws and regulations that apply to, a specific Member Association. MAs must discuss their needs and how to address them with MA Legal Counsel. While the samples in this toolkit might be useful as a starting point, the samples are to be used under the guidance or advice of legal counsel for the MA. The MA assumes any and all risks associated with use of the samples provided in this toolkit.***

The samples on the following pages were designed as templates. Areas that require personalization by an MA are designated by yellow highlighting or by blue text instruction boxes; however, the entire document needs to be scrutinized to ensure it is appropriate for a specific MA. Documents included are:

- Sample MA Member Code of Conduct
- Sample MA Member Discipline Policy
- Sample MA-Only Member Code of Conduct Complaint Form
- Sample Member Code of Conduct Appeal Form
- Sample Event Code of Conduct

## Tips

- ❖ WEF's Member Code of Conduct extends to any associated MA membership for WEF members. If complaints on a WEF/MA member surface at the MA level, the MA must contact WEF's Executive Director.
- ❖ Identify the needs of the MA (*based on MA membership/events*) for the following: Board approved MA Member Code of Conduct, Member Discipline Policy/procedure/process, and/or Event Code of Conduct.
- ❖ Assess, with legal counsel assistance, if the samples provided should be personalized to create items to fulfill MA identified needs. Also assess any potential need for MA Bylaw changes.
- ❖ Ensure that language used in documents created are applicable to both in person and virtual participation.
- ❖ Provide for informed acceptance to have members/event registrants accept applicable Code of Conduct for the MA.

## **(Enter MA Name) Member Code of Conduct**

The (Enter MA Name) is committed to providing a professional, safe, and welcoming environment for all members and expects members to uphold (Enter MA Name)'s commitment to providing and supporting a positive environment for all (Enter MA Name) members and others affiliated with (Enter MA Name).

(Enter MA Name)'s Member Code of Conduct ("MA Code") is intended to provide (Enter MA Name) with a set of best practices and guidelines on standards of conduct with which members agree they will adhere to when joining and maintaining their (Enter MA Name) membership. This MA Code applies to any conduct and communication of a member involving other MA members, staff, contractors, or non-member participants of the MA (collectively "MA Participants") in connection with or resulting from any MA-related business, activity or at MA Functions, as defined below.

All conduct and all communications arising out of or resulting from MA business or activities that are related to the MA or to MA members, including but not limited to conduct and communications at Member Association or MA-affiliated functions, or member representation of the MA at a non-MA function or in MA business (collectively referred to as "MA Functions"), are expected to be in accordance with this MA Code.

Further, (Enter MA Name) may establish a code of conduct for specific MA Functions that may apply to a broader group in attendance at the specific function. MA members attending these specific functions must follow that specific MA function's code of conduct, related terms, and conditions, as well as (Enter MA Name)'s MA Code.

(Enter MA Name)'s MA Code governs conduct of (Enter MA Name) MA members and will be enforced by (Enter MA Name). As such, this MA Code does not give rise to a legal cause of action, create a presumption, or serve as evidence that a legal duty has been breached, or form the basis for governmental enforcement proceedings.

### **WEF and Member Association Code of Conduct Interactions**

To the degree that membership in WEF is required or desired for a (Enter MA Name) member, the [WEF Member Code of Conduct \("WEF Code"\)](#) extends to the MA membership and its programs and activities, in addition to any additional code of conduct adopted by the MA. Complaints submitted to WEF, and actions to address WEF member misconduct issues occurring at any WEF Functions, as defined in the WEF Code (and inclusive of WEF member participation in MA functions), are under the jurisdiction of WEF. When multiple codes of conduct exist, the WEF Code will be primary for the WEF member and will take precedence for decisions affecting WEF membership followed by other codes that may apply to the member. WEF will communicate information on complaints of WEF member misconduct to any affected MA, as appropriate, and discuss impacts to the MA, if any. (Enter MA Name) will also notify the WEF Executive Director of any misconduct concerns or related actions being contemplated at the MA level for a WEF member. WEF's Member Code of Conduct, associated forms and related policies can be found at: <https://www.wef.org/about/about-wef/wef-policies/>.



(Enter MA Name) MA-Only members are not WEF members; therefore they are subject to (Enter MA Name)'s Member Code of Conduct ("MA Code"), or to any MA rules of conduct outlined in the MA governing documents. The MA will handle any misconduct issues with MA-Only members independently from WEF using their own disciplinary procedures/processes and forms.

### **Expectations of MA Members**

As a condition of membership, (Enter MA Name) expects members to demonstrate their commitment to core values by conducting themselves consistent with the following principles including but not limited to exhibiting common courtesy and civility; acting in a businesslike, ethical, and professional manner; supporting diversity, equity and inclusion; and refraining from discriminatory or harassing behavior directed toward any MA Participants as defined earlier in this MA Code.

### **Misconduct**

(Enter MA Name) identifies types of misconduct and makes determinations on whether a member engaged in misconduct. This MA Code applies to conduct while an individual is a MA member and addresses misconduct in three general areas: Personal Misconduct, Professional Misconduct, and Legal Misconduct. The examples set forth below are representative of misconduct in these areas; however, misconduct is not limited to these examples.

#### ***Personal Misconduct***

- Threatening (physically and/or verbally), engaging in demeaning gestures and/or language, stalking, physically or verbally abusing, or using combative language toward any MA Participants (as defined earlier in this MA Code) in any communications including but not limited to those communications arising out of, or related to, any MA business or activity or at any MA Function as defined earlier in this MA Code. This applies to contact in person, by email, telephone, social media, or any other media regardless of whether the contact occurs at MA Functions or the subject matter relates to the MA.
- Harassing or discriminating against any individual, including but not limited to making negative comments, insults, offensive jokes, using ridicule or mockery, slurs or name calling, or making physical assaults or threats, or otherwise exhibiting prejudice on the basis of that person's race, color, sex, pregnancy/maternity or related medical conditions, gender identity/expression, sexual orientation, religion, age, ethnic or national origin, ancestry, citizenship, marital or family status, disability or perceived disability status, genetic information, veteran status, or any other legally protected characteristics in accordance with applicable law.
- Endangering the health or safety of others, including but not limited to the brandishing of firearms, explosives, chemicals, or other weapons or the threat (substantiated or implied) of using such weapons, tampering with safety systems (such as fire-fighting equipment), turning in a false alarm, or engaging in behavior that constitutes a fire hazard at MA Functions.

- Subjecting another person to physical conduct (except self-defensive conduct) or sexual attention which that person perceives as offensive or unwelcome.
- Engaging in lewd, indecent, disruptive, or disorderly conduct (including such conduct which results from a member being under the influence of alcohol or drugs) at MA Functions.
- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) of a felony or a crime which is violent, dangerous to others, or is vile or depraved in nature arising out of the member's personal conduct.

### ***Professional Misconduct***

- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) of a crime relating to or arising out of the member's professional/work conduct.
- Failing to keep secure or to properly use MA confidential information and MA member personal data which the member may have access to in connection with MA activities.
- Showing unwelcome sexual attention, including inappropriate use of nudity and/or sexual images, in public spaces or presentations.
- Disrespecting other persons' views, including intentionally interrupting others while they are speaking, disrupting MA Functions, and failing to comply with MA Functions moderators.
- Failing to comply with any MA policy which may be applicable to such member, including but not limited to the code of conduct, terms, and conditions which may apply to participation in specific MA Functions.

### ***Legal Misconduct***

- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) for violations of national, regional or local laws or regulations.
- Harassing or discriminating against any individual on the basis of that person's race, color, sex, pregnancy/maternity or related medical conditions, gender identity/expression, sexual orientation, religion, age, ethnic or national origin, ancestry, citizenship, marital or family status, disability or perceived disability status, genetic information, veteran status, or any other legally protected characteristics in accordance with applicable law.
- Violating national, regional, or local regulations regarding the purchase, possession, or consumption of alcoholic beverages, including the furnishing of alcoholic beverages to minors, at MA Functions.
- Possessing, distributing, or selling illicit drugs, as may be prohibited by law, at MA Functions, unless such drugs are permitted to be possessed in the locale of the MA Function.

- Violating any statute, governmental regulation, or disciplinary action by any licensing or other authority, relating to, or arising out of, the member’s work.
- Engaging in fraud, money laundering, misappropriation of MA funds or other similar issues.
- Failing to comply with antitrust regulations in connection with MA activities.
- Engaging in unauthorized use of tangible or intellectual property.
- Intentionally or recklessly defacing public or private property at MA Functions.

### **Complaints**

Any MA Participant may bring a complaint against any MA member if they believe, in good faith, that the member engaged in conduct in violation of the MA Code. Anonymous complaints are not acceptable. Complaints must be submitted in writing using the MA Member Code of Conduct Complaint Form. Members engaging in misconduct are subject to disciplinary action as outlined in the MA’s member discipline policies and/or procedures.

Instances of misconduct that require immediate attention during MA Functions should be brought promptly to the attention of MA senior management attending the MA Functions.

### **Agreement**

Application for, or renewal of, membership, signifies the individual accepts the following agreement that is applicable to their membership type:

#### ***WEF/MA Membership Type***

As a WEF member, I agree to abide by the [WEF Member Code of Conduct](#) (“WEF Code”). To the degree that membership in a Member Association (MA) is required, the Code extends to that MA membership and its programs and activities, in addition to any code of conduct adopted by the MA. I understand that participation in WEF is a privilege and is not a right and that WEF may take disciplinary action against me pursuant to the [WEF Member Discipline Policy](#) for any violations of the WEF Code. I understand that membership may be revoked with just cause or other disciplinary action may be taken against me. I agree that my participation in WEF will be at my sole and exclusive risk, and I (and anyone claiming on my behalf) hold harmless WEF, its Trustees, and staff from any damages, claims, loss, and liability from my participation in any program, activity or WEF Functions.

#### ***MA Only Member Type***

As a MA Only member, I agree to abide by the (Enter MA Name) Member Code of Conduct (“MA Code”). I understand that participation in the MA is a privilege and is not a right and that the MA may take disciplinary action against me pursuant to disciplinary processes or procedures for any violations of the MA Code. I understand that membership may be revoked with just cause or

other disciplinary action may be taken against me. I agree that my participation in the MA will be at my sole and exclusive risk, and I (and anyone claiming on my behalf) hold harmless (Enter MA Name), its (Enter MA's Governing Body Name), and staff from any damages, claims, loss, and liability from my participation in any program, activity or MA Functions.

Sample - DRAFT

## **(Enter MA Name) Member Discipline Policy**

### A. General Policy Statement

Membership in (Enter MA Name) is a privilege and not a right. (Enter MA Name) is committed to providing a professional, safe, and welcoming environment for all members.

Members of (Enter MA Name) who are also members of WEF are subject to the [WEF Member Code of Conduct \(“WEF Code”\)](#) and are subject to the [WEF Member Discipline Policy](#) for violations of the “WEF Code”. Detailed information is included in the WEF Member Code of Conduct, WEF Member Discipline Policy, and related forms located at <https://www.wef.org/about/about-wef/wef-policies/>.

Members of (Enter MA Name), who are not members of WEF, are subject to discipline under this policy if the member’s conduct conflicts with the (Enter MA Name) Member Code of Conduct (“MA Code”), if one exists, or as is outlined in the MA’s governing documents. Violations which have not been addressed through WEF’s Code and/or disciplinary actions may be subject to discipline under this MA policy. This MA Discipline Policy solely governs disciplinary proceedings applicable to MA-only members who are not also members of WEF.

This policy outlines (Enter MA Name)’s process for investigating and taking disciplinary action against a (Enter MA Name) member for violations of the MA Code. The (Enter MA Governing Authority Name) is the governing body of (Enter MA Name) and holds legal and fiduciary authority on behalf of (Enter MA Name) and its membership including the authority to discipline members, up to and including expulsion from (Enter MA Name).

### B. Member Discipline Procedure

*This sample is for an organization that has an Ethics Committee. Processes and entities involved need to be tailored to the organization’s unique structure and operation.*

If the individual accused of exhibiting perceived conduct violations is a WEF member, please refer to the [WEF’s Member Code of Conduct \(“Code”\)](#) and [WEF’s Member Discipline Policy](#) for guidance on submitting a Complaint to WEF and the steps that will be undertaken by WEF in an investigation. The procedures in the following paragraphs and sections outline (Enter MA Name)’s process for investigating and taking disciplinary action against a (Enter MA Name) member for violations of the (Enter MA Name) Member Code of Conduct (“MA Code”) when this MA member is a MA-only member and is not a member of WEF.

Any person (“Complainant”) may bring a complaint against any member (“Respondent”) if they believe in good faith that the Respondent violated the MA Code. Complaints must be in writing, submitted on a (Enter MA Name) Member Code of Conduct Complaint Form (“Complaint”), provide all facts upon which the complaint is based, provide any supporting documentation, and be delivered to (Enter MA Recipient for Complaints) by regular mail or email. The (Enter MA Recipient for Complaints) will acknowledge receipt of the Complaint to the Complainant and will also alert WEF’s Executive Director, as appropriate, of the existence of a complaint, on a confidential basis, after first ensuring the WEF ED does not have a conflict of interest in connection with the Complaint or, if so, to an alternate contact for WEF.

### **MA Ethics Committee**

*This sample is for an organization that has an Ethics Committee. Processes and entities involved need to be tailored to the organization’s unique structure and operation.*

The (Enter MA Recipient for Complaints) will share the Complaint with the MA Ethics Committee (“MAEC”) on a confidential basis after first ensuring no MAEC member has a conflict of interest in connection with the Complaint. The MAEC will consider whether the Complaint is sufficient and the alleged conduct is within the scope of the MA Code. The MAEC may also provide a copy of the Complaint to (Enter MA Name) legal counsel for review. If the Complainant is a witness (third-party) to a violation of the MA Code that occurred, the individual who was directly affected will be asked, but is not required, to participate in any needed MAEC investigation along with the Complainant.

If the MAEC determines that the conduct alleged is outside of the scope of the MA Code, or that the Complaint is incomplete or insufficient, the MAEC will dismiss the Complaint and so notify Complainant providing enough detail about the reasons for dismissal to support the Complainant in preparing an amended Complaint, if desired. Complaints deemed by the MAEC to be incomplete or insufficient may be corrected and resubmitted by the Complainant.

If the MAEC determines that the Complaint is sufficient, and that the conduct falls within the scope of the MA Code, the MAEC, through the (Enter MA Recipient for Complaints), will provide notification, in writing and marked “Personal and Confidential – To Be Opened Only by the Addressee”, to the Respondent, including a copy of the Complaint, a copy of this Policy, a copy of the MA Code, and all relevant facts and documents. Notification to the Respondent is sent in a manner that provides proof of delivery (such as certified mail or other similar signature required postal or delivery services) and records of delivery attempts. (Enter MA Name) shall make up to three (3) delivery attempts over a time period not to exceed three weeks. The Respondent has 30 days from their receipt of the notification, or if delivery is not accepted, from the final delivery attempt date, to submit a written response to the MAEC on the Complaint or to request an extension of time in which to respond; the response should be sent to the

(Enter MA Recipient for Complaints) by email to (Enter email address) or by regular mail. The (Enter MA Recipient for Complaints) will acknowledge receipt of the Respondent's response.

Upon the MAEC's receipt of the Respondent's response or, if none, 31 days or more after the delivery of the Complaint notice or the final delivery attempt date of the notice, the MAEC will meet to review the Respondent's response (if any) and any additional information obtained. The Respondent will be invited to participate for up to a 30-minute portion of the meeting to present their viewpoint via a virtual/teleconference connection. The MAEC will then decide, by a majority vote, whether the Respondent violated the MA Code. If the EC determines that the Respondent did not violate the MA Code, the Complaint is dismissed, and the Respondent, WEF (if applicable), and the Complainant are notified in writing. If the MAEC determines that the Respondent violated the MA Code, the MAEC decides by majority vote on the disciplinary action(s) against the Respondent to recommend to the (Enter MA Governing Authority Name).

*This sample is for an organization that has an Ethics Committee. Processes and entities involved need to be tailored to the organization's unique structure and operation.*

**(Enter MA Governing Authority Name)**

The MAEC's recommendation for disciplinary action is sent to the (Enter MA Governing Authority Name) for review in an (Enter how the recommendation is delivered to the MA Governing Authority) after first ensuring no (Enter MA Governing Authority Name) member has a conflict of interest in connection with the Complaint. The (Enter MA Governing Authority Name) determines, by a majority vote, whether to accept the EC's recommendations; to modify the MAEC's recommendations; or to send the matter back to the MAEC for further consideration of any discussion and/or new information.

If the (Enter MA Governing Authority Name), by a majority vote, decides to take disciplinary action(s) against the Respondent, the Respondent, the Complainant, and WEF (if applicable) are so notified by the (Enter MA Recipient for Complaints). Notification to the Respondent is sent in a manner that provides proof of delivery (such as certified mail or other similar signature required postal or delivery services) and records of delivery attempts. (Enter MA Name) shall make up to three (3) delivery attempts over a time period not to exceed three weeks. The Respondent has 30 days from their receipt of the notification, or if delivery is not accepted, from the final delivery attempt date, to file an appeal ("Appeal"), or to request an extension of time in which to file an Appeal, by submitting the MA's Member Code of Conduct Appeal Form. The (Enter MA Recipient for Complaints) will acknowledge receipt of the Respondent Appeal Form. Only the Respondent has the right to appeal the (Enter MA Governing Authority Name)'s decision. If an Appeal is not filed, or is not timely filed, the (Enter MA Governing Authority Name) decision is final, and (Enter MA Name) implements the disciplinary actions against the Respondent.

If the (Enter MA Governing Authority Name), by a majority vote, decides not to take any disciplinary action, the Respondent, the Complainant, and WEF (if applicable) are so notified in writing by the (Enter MA Recipient for Complaints).

### **Appeal Panel**

If the Respondent's appeal is timely filed, an appeal panel ("Appeal Panel") is appointed by the (Enter MA Governing Authority Name) in consultation with the MAEC. The Appeal Panel consists of (Enter makeup of appeal panel) after first ensuring no Appeal Panel member has a conflict of interest in connection with the Complaint. All members of the Appeal Panel, upon selection, are required to sign a confidentiality and non-disclosure agreement. The Appeal Panel is provided with the (Enter MA Name) Member Code of Conduct Appeal Form and all available information related to the Complaint as received by the MAEC and reviewed by the (Enter MA Governing Authority Name). The Appeal Panel will review all information provided and the (Enter MA Governing Authority Name)'s decision.

Through the (Enter MA Recipient for Complaints), Respondent is notified in writing of the opportunity to submit any additional information, and to request to present their response directly to the Appeal Panel via a virtual/teleconference meeting. Notification to the Respondent is marked "Personal and Confidential – To Be Opened Only by the Addressee," and sent in a manner that provides proof of delivery (such as certified mail or other similar signature required postal or delivery services) and records of delivery attempts. (Enter MA Name) shall make up to three (3) delivery attempts over a time period not to exceed three weeks. The Respondent has 30 days from their receipt of the notification, or if delivery is not accepted, from the final delivery attempt date, to submit any additional information or to request an audience with the Appeal Panel. Following review of information and the response from the Respondent, if any, and completion of any requested audience with the Respondent, the Appeal Panel decides, by majority vote, to confirm the (Enter MA Governing Authority Name)'s decision, or to modify the (Enter MA Governing Authority Name)'s decision and impose a lesser (not greater) disciplinary action.

Through the (Enter MA Recipient for Complaints), the Respondent, the Complainant, and the WEF (if applicable) are notified in writing of the Appeal Panel's decision, and (Enter MA Name) implements the (Enter MA Governing Authority Name)'s disciplinary actions, if any, against the Respondent. Notification to the Respondent is marked "Personal and Confidential – To Be Opened Only by the Addressee" and sent in a manner and that provides proof of delivery (such as certified mail or other similar signature required postal or delivery services) and records of delivery attempts.

The decision of the Appeal Panel is final.

### **C. Disciplinary Actions**

Should it be determined that there was a violation of the MA Code, the MAEC can recommend, and the



(Enter MA Governing Authority Name) can implement, disciplinary actions against the Respondent including, but not limited to, any individual or combination of the following disciplinary actions:

- a) Issue a Letter of Censure to Respondent. The Letter of Censure is a written reprimand that specifies the nature of Respondent's misconduct and informs the Respondent that further disciplinary action may be taken if misconduct is not corrected.
- b) Restrict or ban participation in MA events and/or activities for a specified period. The period may be limited or unlimited in duration.
- c) Suspend or remove from MA leadership positions, committees, or other workgroup/task forces/panels for a specified period. The period may be limited or unlimited in duration.
- d) Hold the Respondent personally liable for restitution if damage occurs due to the Respondent's action.
- e) Retract MA awards, grants, or scholarships to the Respondent. The retraction of MA awards, grants, or scholarships presented to Respondent will include termination of any funding commitments to the Respondent.
- f) Suspend Respondent's MA membership for a specified period. Suspension may or may not include a requirement that the Respondent must apply to the EC for reinstatement of membership after the suspension period is over. The requirement to apply for reinstatement will be based on the EC's determination of the severity of Respondent's misconduct.
- g) Terminate MA membership with no opportunity to reapply for membership.

**(Enter MA Name) Member Code of Conduct Complaint Form**

**Instructions:**

Members are expected to abide by the (Enter MA Name) Member Code of Conduct (“MA Code”). If you believe that a member engaged in conduct which constituted a violation of the MA Code, please review any available MA disciplinary procedures, then complete and submit this form to (Enter who should receive form and email address) or by regular mail along with any supporting documentation. (Enter who will acknowledge) will acknowledge receipt of the Complaint to the Complainant. The MA will review the complaint pursuant to MA disciplinary procedures.

**Your Information (Complainant):**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

*If Complainant was a witness to the conduct but the conduct was directed toward another, provide name of individual(s):* \_\_\_\_\_.

**Information of MA Member About Whom You are Submitting the Complaint (Respondent):**

Name: \_\_\_\_\_  
Mailing Address (If known): \_\_\_\_\_  
Email Address (If known): \_\_\_\_\_  
Phone Number (If Known): \_\_\_\_\_

**Check below any/all category areas of the MA Member Code of Conduct you felt were compromised and provide further details of the specific complaint below.**

- Personal Misconduct
- Professional Misconduct
- Legal Misconduct

**Details of Complaint:**

Details surrounding the alleged misconduct must be provided below and include, as applicable, witness information, MA Policy violated, and any and all available documentation.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby affirm that the information provided is, to my knowledge, true and accurate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

***For Complainants Residing in the United States:***

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me a Notary Public, in and for said county and state, personally appeared \_\_\_\_\_, who acknowledged the execution of the WEF Member Code of Conduct Complaint Form and, who, having been duly sworn, stated that the representations contained therein are true.

Witness my hand and notary seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public Name:

My County of Residence:

My Commission Expires:

***For Complainants Residing Outside of the United States:***

COUNTRY OF \_\_\_\_\_

Before me an International Notary, in and for said country, personally appeared \_\_\_\_\_, who acknowledged the execution of the WEF Member Code of Conduct Complaint Form and, who, having been duly sworn, stated that the representations contained therein are true.

Witness my hand and notary seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

International Notary Name:

My Country of Residence:

My Commission Expires:

**(Enter MA Name) Member Code of Conduct Appeal Form**

**Instructions:** Any (Enter MA Name) member ("Respondent") found by the (Enter MA Governing Authority Name) to have violated the (Enter MA Name) Member Code of Conduct ("MA Code"), and for whom the (Enter MA Governing Authority Name) decides to take disciplinary action(s) against the Respondent, may appeal the (Enter MA Governing Authority Name)'s decision. Appeals (or a request for an extension of time to prepare one) must be filed, using this form within thirty (30) days of the Respondent's receipt of written notice of the (Enter MA Governing Authority Name)'s decision, or if delivery of the notice is not accepted, from the final delivery attempt date of the written notice. The Respondent must complete this form and submit it to (Enter MA Recipient for Complaints) by email to (Enter email address) or by regular mail. (Enter MA Recipient for Complaints) will acknowledge receipt of a Respondent's Appeal Form. The Appeal proceedings shall be conducted pursuant to the (Enter MA Name) Member Discipline Policy.

**Respondent's Information:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Name of Complainant(s):** \_\_\_\_\_

**Complaint Description:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Disciplinary Action Taken or To Be Taken:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am (Check one option and include any details):**

**Providing Basis for Appeal Response:** Please provide information and details as to why you believe the (Enter MA Governing Authority Name)'s decision was incorrect or the disciplinary action(s) determined by the (Enter MA Governing Authority Name) are not appropriate or justified. Attach additional sheets if needed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requesting additional time to prepare an Appeal Response**

**I hereby affirm that the information provided is, to my knowledge, true and accurate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Event Registration Terms and Conditions

## CODE OF CONDUCT

(Enter MA Name) is committed to providing a professional, safe, and welcoming environment during its in-person and virtual events for all water professionals and their guests. (Enter MA Name) expects all attendees, speakers, sponsors, media, and other participants to uphold our commitment to diversity and inclusion by helping us provide a positive conference environment for everyone.

(Enter MA Name) has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. (Enter MA Name) will take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and (Enter MA Name) reserves the right to prohibit attendance at any future meeting, virtually or in person.

If you experience harassment or hear of any incidents of unacceptable behavior, (Enter MA Name) asks that you immediately email the (Enter Name and email address for MA Point of contact).

### Unacceptable behavior is defined as:

- Negative comments about race/ethnicity, gender and gender identity, sexual orientation, disability, age, religion, physical appearance, citizenship, or other protected categories
- Unwelcome sexual attention, including inappropriate use of nudity and/or sexual images in public spaces or in presentations
- Threatening, stalking, or endangerment of others
- Any activity meant to cultivate hostility, ad hominem insults or other attacks

### We do not tolerate the following:

- Disruption of presentations during sessions, exhibitions, or at other events organized by (Enter MA Name) throughout the meeting. All participants must comply with the instructions of the moderator and any WEF event staff.
- Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. (Enter MA Name) reserves the right to remove such messages and potentially ban sources of those solicitations.
- Participants should not copy or take screen shots of any technical presentations, sponsor demonstration, Q&A or any chat room activity that takes place in a virtual meetingspace.