



## Civility Policy

As a condition of membership, each member of BHBA agrees to abide by this Civility Policy to ensure that all BHBA activities, particularly those with, between and among BHBA volunteers, members, and staff, are conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for BHBA and each of its members and staff.

In all types of communication with, between, and among BHBA volunteers, members, and staff, including statements at in-person and virtual meetings, phone calls, letters, public statements (verbal and in writing), email, text messages, and social media, BHBA members agree to:

1. Conduct themselves in a professional and civil manner when engaged in any and all BHBA matters, including treating each member of BHBA, its staff, and members of the public with respect;
2. Commit to communicate ideas and points of view clearly, and allow others to do the same without interruption;
3. Seek to present information truthfully, and not knowingly misrepresent, mischaracterize, or misquote information in seeking to advance any point of view;
4. Demonstrate esteem and deference for BHBA colleagues, staff, and the public; not harass anyone affiliated with BHBA; not use language that is rude, demeaning, discriminatory, insulting, hostile, threatening, or slanderous; and
5. Report alleged violations of this Policy as appropriate.

Any member, event attendee, or staff member may report an alleged violation of this Civility Policy to the BHBA Board of Governors Executive Committee and/or the Executive Director. The Executive Director will oversee an investigation of the alleged violation, unless the Executive Director is alleged to have violated the Policy. In that instance, a member of the Executive Committee will oversee an investigation. Details of the investigation will be provided to the Board of Governors, which in its sole and absolute discretion will (i) determine whether any violation of this Policy occurred, and (ii) take action it deems necessary and appropriate, including—but not limited to—removal from any leadership positions within BHBA, and/or termination of BHBA membership.