

Code of Conduct

TFG Heartwood leadership and staff are committed to providing a vibrant learning environment at the Heartwood School, welcoming people from as many diverse backgrounds as possible. We expect our courses to be a respectful, harassment-free environment for all people.

In that spirit, the staff, participants, students, instructors, and the Executive Director are expected to:

- Exercise consideration and respect in your speech and actions. All conversations should be professional, respectful, and considerate of other parties' points of view. Disagreements may happen and contribute to solving problems. Do not make it personal.
- Be respectful of personal space and boundaries. Remember that the boundaries of good taste, humor, personal space, and physical interaction differ from person to person.
- Recognize that who you are interacting with defines the standard of behavior for how they are to be treated, not you.
- Refrain from demeaning, discriminatory, or harassing behavior. Harassment or inappropriate behavior may include, but is not limited to:
 - o Sexist, racist, homophobic, transphobic, or otherwise discriminatory language, innuendos, or jokes;
 - o Physical intimidation, stalking, or following;
 - o Sustained disruption of talks or events;
 - o Unwelcome sexual attention (this includes sexualized comments or jokes, inappropriate touching, groping, and unwelcome sexual advances); or
 - o Advocating for, or encouraging, any of the above behavior.
- Actively, non-violently discourage and curtail any such observed behavior as described above unless they too are feeling threatened.

Reporting a Problem

Be mindful of your surroundings and of your fellow participants. Immediately alert Heartwood School staff, or the Executive Director if you observe what you assess to be a dangerous (or concerning) situation, someone in distress, or violations of this Code of Conduct.

Corrective Actions

All infractions will result in consequences. Corrective action or disciplinary action will be taken; actions may include one or more of the following but are not limited to:

- An apology;
- Special training;
- A warning;
- Suspension;
- Dismissal;
- Termination; or
- Police or legal action.

By signing this Code of Conduct, I acknowledge that I have read, agree to, and will abide by the terms set forth herein.

By:

Signature

Printed Name (legible, please)

Date