

KSBA Code of Conduct to be added to the *KSBA Policies and Procedures* document, 2020

General:

This code of ethical conduct applies to members without exception, including all individuals that make application for membership, those who may be appointed or elected as an officer or director, all employees, vendors, volunteers, and contractors of Kentucky State Beekeepers Association. Employees, board members, directors and contractors may be asked to sign a statement acknowledging that they understand the code of ethical conduct and agree to abide by it.

KSBA Membership Code of Conduct

1. Treat each other with respect, professionalism, fairness, and sensitivity to the association's many differences and strengths, including in situations of high pressure and urgency.
2. KSBA members will be expected to treat each other with fair and equal treatment regardless of race, color, religion, sex, age, national origin, gender identity and disability.
3. Never harass, bully, intimidate, coerce or defame anyone verbally, physical or sexually. Unacceptable conduct also includes but is not limited to harassment, bullying, intimidation, coercion, defamation or harassment either in person, on the phone directly or indirectly, or through any media including any and all social media. Harassment also includes the spreading of disrespectful rumors or defamatory comments to or about any member of KSBA, KSBA entities, affiliations and guest of KSBA.
4. Never discriminate on the basis of personal characteristics or group membership.
5. Communicate constructively and avoid demeaning or insulting behavior or language.
6. Cooperate with and respect the opinions of fellow members, leave personal prejudices out of all discussions and accept the actions of the KSBA Board even when personally not agreeing with the action decided upon.
7. Represent the association in a positive and supportive manner in all formats.
8. Promote the rules of this Code and take action to bring the discussion to a civil level whenever inappropriate behaviors are observed.
9. Any act of violence will be grounds for termination immediately from future involvement with KSBA.
10. KSBA elected officers will remove themselves from any voting and/or decisions that may be perceived (whether actual or not) as a conflict of interest for the benefit of KSBA and its members.
11. KSBA elected officers will not accept gifts that could potentially interfere, give perception of preference, compromise our position of independence and objectivity for the greater good of the members of KSBA.

KSBA takes all complaints regarding disorderly conduct, discrimination, sexual harassment, bullying, intimidation or any other form of harassment or defamatory comments seriously. If you feel you have been the subject of these actions by a member, please notify a member of the Ethics Board or a KSBA Officer immediately using the KSBA Complaint Report. Any person, regardless of position or title, whom the KSBA Board determines has engaged in discrimination, sexual harassment, bullying, intimidation, defamation, or any other form of harassment in violation of this policy may be removed from membership by majority vote of the KSBA board due to violations of the code of conduct and possibly banned from being involved with KSBA in any form or manner in the future.

The **Ethics Board** shall be composed of two women and two men who are KSBA members in good standing and one Director assigned the duties of coordinating and facilitating complaint reviews by the Ethics Board. The Ethics Board shall receive and review all complaints, be they actual or perceived and shall make a reasonable determination of the validity of the accusation or complaint and forward a recommendation to the president for appropriate action. All complaints and/or accusations, reviews, and recommendations and actions shall be formally documents and retained on file for a minimum of five years. Confidentiality must be of the highest priority when a complaint is filed. If an action must be taken, the President along with the Ethics Board must make a presentation to the KSBA Officers and Directors for any formal action to review and approved by majority.