



Policy and Procedure Title: Code of Conduct

Date approved by CoC Governing Board: July 23, 2024

Purpose: The Western PA Continuum of Care (CoC) respects the dignity and professionalism of all people working on behalf of the CoC, including people working in paid CoC-related positions, members of the Governance Board, members of the various advisory boards and committees, consultants, and staff of the Collaborative Applicant who work directly with the CoC. The CoC is committed to maintaining a work environment for all stakeholders that is free from violence/threats of violence, discrimination, and harassment.

Code of Conduct Policy: The Western PA Continuum of Care will not tolerate instances of violence/threats of violence, discrimination or harassment within the working environment and will respond to reports of occurrences as set forth in this document. This policy applies to all settings and activities where CoC business is being conducted, regardless of location, and includes business trips and business-related social events both during and outside of normal office hours.

Violence/Threats of Violence can include, but is not limited to:

- Threatening use of or using a weapon;
- physical assault upon oneself or another person;
- actions which damage, destroy, or sabotage property;
- intimidating or frightening others;
- harassing, stalking, or showing undue focus on another person;
- physically aggressive acts, such as shaking fists at another person, kicking, pounding on desks, punching a wall, angrily jumping up and down, screaming at others;
- verbal abuse including offensive, profane, and vulgar language; and
- threats (direct or indirect), through any form of communication, including in-person or through letters, phone calls, e-mail, texts, or via social media platforms and/or apps.

Discrimination includes unfavorable treatment of an individual with regard to employment actions such as hiring, compensation, promoting, terminating, and other terms and conditions of employment based on race, color, ancestry, national origin, religion, age, physical or mental disability, sexual orientation, gender identity or

expression, pregnancy status, veteran status, marital status, genetic disposition or any other characteristic, factor or group protected by federal, state or local law.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, which unreasonably interferes with an individual's job performance or otherwise creates an intimidating, hostile or offensive working environment. Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed or visual material (including through the internet, e-mail or text message) or offensive physical actions. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment also includes unnecessary touching of an individual or unwelcome physical contact such as patting, pinching or brushing against another, subtle pressure or request for sexual activities, referring to or calling an individual by an endearing, demeaning or sexual term, a display in the workplace of sexually suggestive objects, pictures, cartoons or posters, graphic verbal commentaries about or leering at an individual's body, sexually degrading words used to describe an individual, sexually explicit, suggestive or offensive comments, jokes or teasing, preferential or derogatory treatment based on gender, verbal abuse of a sexual nature, physical or sexual assault, or other similar behavior.

Code of Conduct Procedure: Any individual who believes they have been the victim of violence, discrimination and/or harassment, or who has witnessed such behaviors while involved in work of the CoC/representing the CoC, must immediately report such conduct to their immediate supervisor and the Executive Committee of the Western PA Continuum of Care's Governing Board by sending an email to westernpacoc@gmail.com. The Executive Committee will be responsible for promptly investigating the situation and taking necessary action to ensure the violence, discrimination, and/or harassment does not continue. The alleged perpetrator of violence, discrimination, and/or harassment will not have any direct or indirect control over the investigation. If the alleged perpetrator is a member of the Executive Committee, the report of violence, discrimination and/or harassment can be emailed directly to any other member of the Executive Committee and that person will be responsible for providing the information to the other Executive Committee members, with exception of the alleged perpetrator.

If the victim of the alleged violence, discrimination, and/or harassment feels that the occurrence justifies a report to the authorities, they are encouraged to make the report and the CoC Executive Committee members involved in the investigation will cooperate fully with the work of the authorities.

If any person working in paid CoC-related positions, members of the Governance Board, members of the various Advisory Boards and Committees, consultants, and/or staff of the Collaborative Applicant who work directly with CoC is accused of violence, discrimination and/or harassment, the alleged perpetrator's immediate supervisor will be notified and a prompt and thorough investigation will be conducted by the CoC Executive Committee. If it is found that the allegations are true, the CoC Executive Committee will decide on a course of action congruent to the severity of the actions, up to removal from their position with the Continuum of Care.

All people working in paid CoC-related positions, members of the Governance Board, members of the various Advisory Boards and Committee members, consultants, and staff of the Collaborative Applicant who work directly with the CoC will be required to review and sign this Code of Conduct annually.

By signing this document, I am acknowledging that I have read and understand the policy and I agree to abide by the expectations and procedures herein.

Printed Name

Date

Signature