

# Member Code of Conduct

## Introduction

All Members have the right to operate in an environment where they are shown respect and consideration at any virtual or physical event and where the dignity of every individual is valued. CEEdMA is committed to the development and promotion of a positive culture that is free from harassment and bullying.

## Membership Criteria

CEEdMA is the premier organization for training executives, managers, and professionals on a management path within the Vendor Information Communication Technology arena, covering hardware, software, cloud and learning technology related companies. CEEdMA also welcomes membership from trade associations or professional bodies that complement the support of our members. CEEdMA reserves the right to refuse applications if deemed to be a conflict of interest.

## Anti-trust Guidelines

CEEdMA is a trade association which provides a unique opportunity for competitors to meet and discuss and learn from each other. Because of our status, however, we must exercise caution to assure that we protect CEEdMA as an organization, as well as each of our individual members, from unintentional violations of the law.

To avoid the risk of liability, there shall be no discussion, communication, or other exchange between members of the Association and/or their representatives that could be interpreted as collusion regarding product pricing, product delivery, employee or contractor compensation, or any other topics that involve collusion with regard to selling products and service.

## No Solicitation

The goal of this organization is to provide CEEdMA professionals with an opportunity to brainstorm, share strategies and build a professional network needed to excel in education and leadership. We are not here to sell or market our products or services to one another. Solicitation is explicitly prohibited by our Code of Conduct.

Sponsors of CEEdMA may only solicit at approved events and at approved times. Sponsors will only contact members who have opted-in to sponsorship emails. Sponsors who are also members must follow all membership guidelines.

## Member Responsibility

All members will uphold and advance the integrity, honor, and dignity of the education industry by being honest in serving its customers, clients, partners, employees, suppliers, shareholders, and the public. Members are expected to positively advertise the benefits of customer education and refrain in all respects from disparaging comments concerning other members, product vendors, and service providers. Members agree to respect and promote CEEdMA's mission.

All members have a personal responsibility not to harass or bully other members of CEEdMA, or to condone harassment or bullying by others. Harassment and bullying are illegal and therefore amount to misconduct. Individuals can be personally liable to pay compensation and can be prosecuted under criminal as well as civil law. All members have a duty to assist in the creation of a safe cooperative environment. In the event that a member is deemed to have engaged in behavior which is deemed to be bullying or harassment, the Board of CEEdMA reserves the right to exclude the member from future participation in CEEdMA events or take any other sanctions it deems fit.

Please note: 'Cyber bullying' is prohibited as are detrimental texts to or from colleagues or from phones. Posting Images of fellow members posted without permission on external websites following CEEdMA events can also amount to bullying. If you have any questions or concerns relating to these issues, please contact the CEEdMA President or talk to a CEEdMA Board Member.

## **Definitions of Harassment and Bullying**

In the Equality Act 2010 harassment is defined as "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating and individual's dignity or creating and intimidating, hostile, degrading, humiliating or offensive environment for that individual."

Bullying is not specifically defined in law, but in their advice leaflet for Members, [Acas](#) gives the following definition: "Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient."

## **Examples**

Harassment and bullying can range from extremes such as physical violence to less obvious forms such as ignoring someone. Further examples include:

- Physical contact which is unwanted
- Unwelcome remarks about a person's characteristics (e.g., dress, appearance, race etc.)
- Jokes, offensive language, gossip, slander, sectarian songs etc.
- Posters, graffiti, obscene gestures, flags, emblems etc.
- Isolation or non-cooperation and exclusion from social activities
- Coercion for sexual favors
- Pressure to participate in a group that's not work related
- Intrusion by pestering, spying and stalking etc.
- Failure to safeguard confidential information
- Shouting at a colleague
- Persistent criticism
- Personal insults

**This list is not exhaustive and advice should be taken if necessary.**

## **The Legal Position**

Harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA) and is punishable by law or revocation of membership.

Harassment on the basis of age, disability, gender, race, religion, belief, sex and sexual orientation is also a criminal offence and covered by the Equality Act 2010.

The legal position with respect to bullying is more complex as there is no separate piece of legislation which deals with workplace bullying.

## **Violations**

Anyone who violates this code of conduct will forfeit membership and fees paid.