



The Community Transportation Association of America (CTAA) is committed to fostering a welcoming environment that is safe, collaborative, and productive for supporting dialogue and discovery for all attendees at CTAA-sponsored events. CTAA will not tolerate harassment of any kind, including but not limited to harassment based on ethnicity, religion, disability, physical appearance, gender, or sexual orientation. CTAA's Code of Conduct applies to events and meetings, whether in-person at public or private facilities, or virtual.

**CTAA expects that all attendees, members, media, speakers, organizers, staff, and exhibitors associated with any official CTAA-sponsored event will adhere to this Code of Conduct and the following principles:**

- Respect the rules for public behavior, personal interaction, courtesy, and private property. Be mindful of your surroundings and of other event attendees and venue/contracted support staff.
- Treat all participants and staff with respect and consideration, valuing a diversity of views and opinions. Communicate with respect for others, critiquing ideas rather than individuals.
- Respect the staff and leadership at CTAA, the event venue(s), and hotels.
- Unacceptable behavior includes:
  - Harassment in any form, including bullying, threatening, intimidation, microaggressions, or disparaging comments that are hurtful or interfere with any other attendee's experience.
  - Sexual harassment, including but not limited to, unwanted or inappropriate conduct, unwanted sexual attention, comments, jokes, or advances.
  - Violence, threats of violence, or violent language directed against another person.
  - Possession of a weapon or any item that can be used as a weapon, which may be used to threaten or cause injury to others if used in a certain manner.
  - Boisterous, lewd or offensive behavior or language that disrupts the event, a session, or other formal or event segment in any way.
  - Falsely reporting violations of this Code and/or retaliating against another participant for reporting a violation of this Code.

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify CTAA staff as soon as

possible. All reports will be treated seriously. All participants are expected to cooperate fully and honestly with any investigation.

### **Penalties for Violation of this Policy**

If CTAA leadership determines that an individual violated this Code, CTAA may take measures or impose sanctions against the offender including but not limited to:

1. Conversation with the offender regarding the negative impact of the specific behavior and direction to cease inappropriate behavior;
2. Removal from the event, without return of fees paid;
3. Temporary or permanent ban from all or some future CTAA events (in-person and/or virtual);
4. Suspended or expelled from CTAA without return of any membership dues paid;
5. Removal from any volunteer leadership or committee role at CTAA; and/or
6. Depending on the severity of the conduct, report the incident(s) to the offender's employer or law enforcement for their investigation and recommended decision.

CTAA reserves the right in its sole discretion to determine what constitutes unacceptable behavior and what actions it will take to address incidents that occur.