



## **New England Water Environment Association NEWEA Member Association (MA) Only Code of Conduct**

The New England Water Environment Association (NEWEA) is committed to providing a professional, safe, and welcoming environment for all members and expects members to uphold NEWEA's commitment to providing and supporting a positive environment for all NEWEA's members and others affiliated with NEWEA.

NEWEA's Member Code of Conduct ("Member Association (MA) Code") is intended to provide NEWEA with a set of best practices and guidelines on standards of conduct with which members agree they will adhere to when joining and maintaining their NEWEA membership. This MA Code applies to any conduct and communication of a NEWEA MA Only Member, i.e., a member only of NEWEA and not a member of the Water Environment Federation (WEF), involving other MA members, staff, contractors, or non-member participants of the MA (collectively "MA Participants") in connection with or resulting from any MA-related business, activity or at MA Functions, as defined below.

All conduct and all communications arising out of or resulting from MA business or activities that are related to the MA or to MA members, including but not limited to conduct and communications at Member Association or MA-affiliated functions, or member representation of the MA at a non-MA function or in MA business (collectively referred to as "MA Functions"), are expected to be in accordance with this MA Code.

Further, NEWEA may establish a code of conduct for specific MA Functions that may apply to a broader group in attendance at the specific function. MA members attending these specific functions must follow that specific MA function's code of conduct, related terms, and conditions, as well as NEWEA's MA Code.

NEWEA's MA Code governs conduct of NEWEA Member Only members and will be enforced by NEWEA. As such, this MA Code does not give rise to a legal cause of action, create a presumption, or serve as evidence that a legal duty has been breached, or form the basis for governmental enforcement proceedings.

### **WEF and Member Association Code of Conduct Interactions**

To the degree that membership in WEF is required or desired for a NEWEA member, the [WEF Member Code of Conduct \("WEF Code"\)](#) extends to the MA membership and its programs and activities, in addition to any additional code of conduct adopted by the MA. Complaints

submitted to WEF, and actions to address WEF member misconduct issues occurring at any WEF Functions, as defined in the WEF Code (and inclusive of WEF member participation in MA functions), are under the jurisdiction of WEF. When multiple codes of conduct exist, the WEF Code will be primary for the WEF member and will take precedence for decisions affecting WEF membership followed by other codes that may apply to the member. WEF will communicate information on complaints of WEF member misconduct to any affected MA, as appropriate, and discuss impacts to the MA, if any. NEWEA will also notify the WEF Executive Director of any misconduct concerns or related actions being contemplated at the MA level for a WEF member. WEF's Member Code of Conduct, associated forms and related policies can be found at: <https://www.wef.org/about/about-wef/wef-policies/>.

NEWEA MA-Only members are not WEF members; therefore, they are subject to NEWEA's Member Code of Conduct ("MA Code"), or to any MA rules of conduct outlined in the MA governing documents. The MA will handle any misconduct issues with MA-Only members independently from WEF using their own disciplinary procedures/processes and forms.

### **Expectations of MA Members**

As a condition of membership, NEWEA expects members to demonstrate their commitment to core values by conducting themselves consistent with the following principles including but not limited to exhibiting common courtesy and civility; acting in a businesslike, ethical, and professional manner; supporting diversity, equity and inclusion; and refraining from discriminatory or harassing behavior directed toward any MA Participants as defined earlier in this MA Code.

### **Misconduct**

NEWEA identifies types of misconduct and makes determinations on whether a member engaged in misconduct. This MA Code applies to conduct while an individual is a MA member and addresses misconduct in three general areas: Personal Misconduct, Professional Misconduct, and Legal Misconduct. The examples set forth below are representative of misconduct in these areas; however, misconduct is not limited to these examples.

#### ***Personal Misconduct***

- Threatening (physically and/or verbally), engaging in demeaning gestures and/or language, stalking, physically or verbally abusing, or using combative language toward any MA Participants (as defined earlier in this MA Code) in any communications including but not limited to those communications arising out of, or related to, any MA business or activity or at any MA Function as defined earlier in this MA Code. This applies to contact in person, by email, telephone, social media, or any other media regardless of whether the contact occurs at MA Functions, or the subject matter relates to the MA.
- Harassing or discriminating against any individual, including but not limited to making negative comments, insults, offensive jokes, using ridicule or mockery, slurs or name

calling, or making physical assaults or threats, or otherwise exhibiting prejudice on the basis of that person's race, color, sex, pregnancy/maternity or related medical conditions, gender identity/expression, sexual orientation, religion, age, ethnic or national origin, ancestry, citizenship, marital or family status, disability or perceived disability status, genetic information, veteran status, or any other legally protected characteristics in accordance with applicable law.

- Endangering the health or safety of others, including but not limited to the brandishing of firearms, explosives, chemicals, or other weapons or the threat (substantiated or implied) of using such weapons, tampering with safety systems (such as fire-fighting equipment), turning in a false alarm, or engaging in behavior that constitutes a fire hazard at MA Functions.
- Subjecting another person to physical conduct (except self-defensive conduct) or sexual attention which that person perceives as offensive or unwelcome.
- Engaging in lewd, indecent, disruptive, or disorderly conduct (including such conduct which results from a member being under the influence of alcohol or drugs) at MA Functions.
- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) of a felony or a crime which is violent, dangerous to others, or is vile or depraved in nature arising out of the member's personal conduct.

### ***Professional Misconduct***

- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) of a crime relating to or arising out of the member's professional/work conduct.
- Failing to keep secure or to properly use MA confidential information and MA member personal data which the member may have access to in connection with MA activities.
- Showing unwelcome sexual attention, including inappropriate use of nudity and/or sexual images, in public spaces or presentations.
- Disrespecting other persons' views, including intentionally interrupting others while they are speaking, disrupting MA Functions, and failing to comply with MA Functions moderators.
- Failing to comply with any MA policy which may be applicable to such member, including but not limited to the code of conduct, terms, and conditions which may apply to participation in specific MA Functions.

### ***Legal Misconduct***

- Being arraigned, indicted, or convicted (by a judge, jury, or plea agreement) for violations of national, regional or local laws or regulations.

- Harassing or discriminating against any individual on the basis of that person’s race, color, sex, pregnancy/maternity or related medical conditions, gender identity/expression, sexual orientation, religion, age, ethnic or national origin, ancestry, citizenship, marital or family status, disability or perceived disability status, genetic information, veteran status, or any other legally protected characteristics in accordance with applicable law.
- Violating national, regional, or local regulations regarding the purchase, possession, or consumption of alcoholic beverages, including the furnishing of alcoholic beverages to minors, at MA Functions.
- Possessing, distributing, or selling illicit drugs, as may be prohibited by law, at MA Functions, unless such drugs are permitted to be possessed in the locale of the MA Function.
- Violating any statute, governmental regulation, or disciplinary action by any licensing or other authority, relating to, or arising out of, the member’s work.
- Engaging in fraud, money laundering, misappropriation of MA funds or other similar issues.
- Failing to comply with antitrust regulations in connection with MA activities.
- Engaging in unauthorized use of tangible or intellectual property.
- Intentionally or recklessly defacing public or private property at MA Functions.

### **Complaints**

Any MA Participant may bring a complaint against any MA member if they believe, in good faith, that the member engaged in conduct in violation of the MA Code. Anonymous complaints are not acceptable. Complaints must be submitted in writing using the MA Member Code of Conduct Complaint Form. Members engaging in misconduct are subject to disciplinary action as outlined in the MA’s member discipline policies and/or procedures.

Instances of misconduct that require immediate attention during MA Functions should be brought promptly to the attention of MA senior management attending the MA Functions.

### **Agreement**

Application for, or renewal of, membership, signifies the individual accepts the following agreement that is applicable to their membership type:

#### ***WEF/MA Membership Type***

As a WEF member, I agree to abide by the [WEF Member Code of Conduct](#) (“WEF Code”). To the degree that membership in a Member Association (MA) is required, the Code extends to that MA membership and its programs and activities, in addition to any code of conduct

adopted by the MA. I understand that participation in WEF is a privilege and is not a right and that WEF may take disciplinary action against me pursuant to the [WEF Member Discipline Policy](#) for any violations of the WEF Code. I understand that membership may be revoked with just cause or other disciplinary action may be taken against me. I agree that my participation in WEF will be at my sole and exclusive risk, and I (and anyone claiming on my behalf) hold harmless WEF, its Trustees, and staff from any damages, claims, loss, and liability from my participation in any program, activity or WEF Functions.

***MA Only Member Type***

As a MA Only member, I agree to abide by the NEWEA Member Code of Conduct (“MA Code”). I understand that participation in the MA is a privilege and is not a right and that the MA may take disciplinary action against me pursuant to disciplinary processes or procedures for any violations of the MA Code. I understand that membership may be revoked with just cause or other disciplinary action may be taken against me. I agree that my participation in the MA will be at my sole and exclusive risk, and I (and anyone claiming on my behalf) hold harmless NEWEA, its Executive Committee, and staff from any damages, claims, loss, and liability from my participation in any program, activity or MA Functions.