



CITY OF
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CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND GOVERNMENT RELATIONS COMMITTEE ONLINE AND TELEPHONIC SPECIAL MEETING AGENDA THURSDAY, JUNE 30, 2022 AT 6:30 PM

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

This special meeting of the West Hills Neighborhood Council Government Relations Committee will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate

To attend online via Zoom Webinar, Please click the link below to join the webinar:
<https://us02web.zoom.us/j/97175160378>

To call in by phone, dial **(669) 900-6833**, then punch in this Webinar code when prompted: **971 7516 0378**

This meeting is open to the public. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

- Call to Order
- Comments from the Co-Chairs
- Public Comment

OLD BUSINESS

- Discussion and Possible Action on Council File Revised Code of Conduct by BONC Red Lined copy and opposition letter

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the "raise hand" button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics@lacity.org or ethics.commission@lacity.org. For assistance, please contact the Ethics Commission at (213) 978-1960.

Public Posting of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans With Disabilities Act: As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting via email NCsupport@lacity.org or calling (213) 978-1551. If you are hearing impaired please call 711.

Public Access of Records: In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the meeting where such writing was considered or by contacting the WHNC's executive director via email at michelle.ritchie@westhillsnc.org. Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.westhillsnc.org.

Servicios De Traducción: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org.

July 7, 2022

To the Board of Neighborhood Commissioners Quyen Vo-Ramirez and Leonard Shaffer
(Commission)

Via Email to commission@empowerla.org and clerk.cis@lacity.org

RE: February 2, 2022 Amendments to the Code of Conduct Policy 2021-1

The West Hills Neighborhood Council (WHNC) met on Thursday, July 7, 2022, discussed the February 2, 2022 revisions to the Proposed Amendments to the Code of Conduct Policy (NC Proposed Policy) and voted to object to the proposed revisions for the following general reasons:

1. **Not Current.** The City of Los Angeles Workplace Equity Policy (Citywide Equity Policy), last revised February 9, 2022, was approved by the City Council on March 30, 2022 and Mayor Eric Garcetti issued Executive Directive No. 34 on March 31, 2022. Therefore, the Recitals to the NC Proposed Policy should be updated to reflect the most recent documents and approvals.
2. **Employee Definitions Not Applicable.** The Recitals to the NC Proposed Policy indicate that the intent is to apply definitions from the Citywide Equity Policy to the NC Proposed Policy; however, the NC Proposed Policy erroneously describes Neighborhood Council board members as “employees” in several sections, where the Citywide Equity Policy correctly defines Neighborhood Council board members as “volunteers”.
3. **Candidates Omitted.** The NC Proposed Policy omits candidates for election or appointment to a Neighborhood Council from the protections of the NC Proposed Policy.
4. **Execution Requirements are Excessive.** The Citywide Equity Policy is self-operative, does not require execution by each employee and does not require a supervisor to maintain executed copies. The NC Proposed Policy should also be self-operative (i.e., become effective upon the date approved by the Commission), not require execution by each board member, nor require a Neighborhood Council to maintain executed copies; thus, reducing paperwork required to be maintained by Volunteers and that should be the responsibility of the City, as paid employees, and not Volunteers. In any case, members of the West Hills Neighborhood Council are required to execute the Code of Civility of the West Hills Neighborhood Council.
5. **Ignores Prior Policies.** The Commission previously approved A Uniform Policy for Board Member Censure on March 3, 2022 and A Uniform Policy for Board Member Removal on April 14, 2020 (“Censure/Removal Policies”), which provide for remedies of censure and/or removal in the event of violation of the existing Code of Conduct Policy.

- We recommend that the Commission modify the Censure/Removal Policies to apply to committee members who may not be board members of a Neighborhood Council.
6. **Protections Omitted**. The NC Proposed Policy omitted criteria for Sexual Harassment, omitted the prohibition on retaliation as well as other protections set forth in the Citywide Equity Policy.
 7. **Inequitable Conduct**. The examples, “Microaggressions”, “Stray remarks” and “Hostilities in vocal tone and body language”, for Inequitable Conduct are subjective and difficult to assess, and, therefore, should be removed to avoid misunderstandings. In addition, “sexual innuendo” is covered in the Sexual Harassment section.

Enclosed is a revised draft of the NC Proposed Policy, marked to show our proposed changes for your consideration.

NEIGHBORHOOD COUNCIL ~~BOARD MEMBER~~

CODE OF CONDUCT POLICY

2021-1

(~~February 2~~ July 1, 2022)

WHEREAS, on ~~June 19, 2020~~ March 30, 2022, the Los Angeles City Council approved the “Workplace Equity Policy”, last revised February 9, 2022 (Workplace Equity Policy);

WHEREAS, on March 31, 2022, Mayor Eric Garcetti issued Executive Directive No. ~~3427~~ aimed at implementing the Workplace Equity Policy to foster a workplace rooted in empathy, inclusion and mutual respect ~~calling for efforts to ensure fairness, diversity, equal opportunity, and transparency in City government;~~

WHEREAS, the Board of Neighborhood Commissioners (the Commission) adopted a Code of Conduct Policy in 2016 and an amended Code of Conduct Policy in 2018, to govern the conduct of Neighborhood Council board members;

WHEREAS, the Workplace Equity Policy ~~prohibits protects volunteers, including Neighborhood Council board members from~~ “Discrimination”, ~~h~~ “Harassment”, ~~S~~ “Sexual ~~h~~Harassment”, “Retaliation”, ~~h~~ “Hazing”, “Abusive Conduct”, ~~b~~ “Bullying”, and “~~I~~nequitable ~~C~~onduct” based on a “Protected Category”, each as defined in the Workplace Equity Policy;

WHEREAS, the Commission recognizes ~~that~~ the Workplace Equity Policy’s definitions of “Discrimination”, ~~h~~ “Harassment”, ~~s~~ “Sexual ~~h~~Harassment”, “Retaliation”, ~~H~~ “Hazing”, “Abusive Conduct”, “Bullying”, and “~~I~~nequitable ~~e~~Conduct” ~~are dependent on employee/employer and supervisor/supervised relationships;~~

WHEREAS, the Commission recognizes members of a Neighborhood Council are volunteers and not employees and the need to apply “Discrimination”, “Harassment”, “Sexual Harassment”, “Retaliation”, “Hazing”, “Abusive Conduct”, “Bullying”, and “Inequitable Conduct” to ~~those definitions to~~ Neighborhood Councils;

WHEREAS, the Commission has long recognized that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good social responsibility, increases Stakeholder attendance and supports community engagement;

WHEREAS, the Commission recognizes that improper conduct may occur within the Neighborhood Council System, the Commission expects Board Members and Committee Members (including stakeholders serving on committees) to conduct themselves in a manner in keeping with the Commission’s Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;

WHEREAS, Section 4 of Article II of Plan for a Citywide System of Neighborhood Councils provides that Certified Neighborhood Councils shall be as independent, self-governing, and self-directed as possible;

WHEREAS, the Commission acknowledges that Neighborhood Councils have been provided the means to address violations of this Code of Conduct;

WHEREAS, Section 902 (b) of Article IX of the City Charter provides that the Commission "shall be responsible for policy setting and policy oversight and the promulgation of rules and regulations but not be responsible for day to-day management;

~~NOW, THEREFORE, BE IT RESOLVED that the Commission amends the Code of Conduct policy~~

~~to conform to the City Draft Workplace Equity Policy.~~

NOW, THEREFORE, BE IT ~~IS FURTHER~~ RESOLVED that the Commission amends and restates the Code of Conduct POLICY NUMBER: 2014 2(2) to say:

NEIGHBORHOOD COUNCIL CODE OF CONDUCT POLICY

POLICY NUMBER: 20212-(1)

1. This Neighborhood Council Code of Conduct Policy (this Policy) has been adopted by the Board of Neighborhood Commissioners (the Commission) and applies to members of a Neighborhood Council, members of a committee of a Neighborhood Council, volunteers to a Neighborhood Council or committees of a Neighborhood Council, and candidates for election or appointment to a Neighborhood Council (each a Volunteer and collectively, Volunteers).

~~1.2. Volunteers Neighborhood Council Board Members and Committee Members are responsible for understanding and abiding by required to affirm acceptance of this Policy (Exhibit "A"). in the manner established by the Department. Neighborhood Council Board Members and Committee Members shall reaffirm acceptance of this policy every two years. This Policy applies regardless of whether or not a Volunteer Board Member or Committee Member has affirmed acceptance.~~

~~2. The Neighborhood Council shall have the responsibility for informing stakeholder and board Committee Members of their obligation to affirm and accept this policy as a condition of committee service. Maintaining a record of their completion shall be the responsibility of the Neighborhood Council.~~

~~3. Newly elected, selected, appointed, or re-elected Neighborhood Council Board Members and Committee Members shall have a grace period of 30 days from the date the board member or committee member begins assuming their duties and responsibilities to comply with this policy as indicated in Item #1. Neighborhood Council Boards shall be responsible for informing appointed board and committee members of their responsibility to sign the Code of Conduct affirmation. Board Members and Committee Members should consult the applicable funding guidelines to determine their eligibility to vote on funding matters.~~

~~4. In such circumstances where a Neighborhood Council Board Member or Committee Member fails or refuses to comply with item #1, the Department shall proceed to suspend the Board Member or Committee Member from their Neighborhood Council. Said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council or Committee.~~

~~a. The Department shall notify the Board Member (or Committee Member) of their suspension by sending a letter to their last known email address and/or physical mailing address.~~

~~b. — The Department shall also notify the remainder of the Board Members by email and/or U.S. mail of the suspension of the Board Member (or Committee Member).~~

~~5. — If within 30 days of being suspended the Neighborhood Council Board Member or Committee Member does not comply with the provisions of item #1 above, they shall be removed as a Neighborhood Council Board Member or Committee Member by the following procedures:~~

~~a. — The Department will notify the individual of their removal by sending a letter to their last known email address and/or mailing address.~~

~~b. — The Department will also notify the Board by email and/or First Class U.S. mail regarding the removal of the Board Member or Committee Member and that the Board Member or Committee Member's seat or position shall be considered vacant.~~

~~c. — Any Board Member or Committee Member removed pursuant to this policy shall have the right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole and final decision maker.~~

3. Violations of this Policy may be addressed via the grievance policy of a Neighborhood Council, or a Volunteer may be censured and/or removed in accordance with the Uniform Policy for Board Member Censure (Policy Number 2020-3), adopted March 3, 2020 by the Commission, or by the Uniform Policy for Board Member Removal (Policy Number 2020-4), adopted April 14, 2020 by the Commission, or If a Board Member or Committee Member is alleged to have violated either the City's Workplace Equity Policy or the Commission's Code of Conduct, and it has been determined that the allegation is credible and, that because of the nature of the violation immediate action is necessary, then, the Department with written approval from the General Manager, may immediately suspend the Board Member or Committee Member for a period of up to 90 days, during which time the Department will determine how the violation can best be addressed either by the Neighborhood Council, the Department, the Board of Neighborhood Commissioners or another City agency or Department. Said Board Member or Committee Member shall not be eligible to act on any matter that comes before their Neighborhood Council Board or Committee and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council Board or Committee. The Department will make a good faith effort to resolve the situation in the shortest time possible. The Department will notify the Board Member or Committee Member of their suspension by sending a letter to their last known email address and/or mailing address. The Department will also notify the Board by email and/or First Class U.S. mail regarding the suspension of the Board Member and that the Board Member's position

~~shall not be deemed vacant during the suspension period. The Department shall be the sole decision maker with respect to a suspension. The Board Member or Committee Member may not appeal the suspension decision. The Neighborhood Council shall retain its authority to remove Committee Members for failure to affirm this policy or for failure to adhere to its provisions. The Department may petition the Commission to remove the Board Member for a violation this Policy~~ pursuant to the process for Declaring a Board Vacancy set forth in Los Angeles Administrative Code Section 22.810.1(e)(3).~~ATTACHMENT A.~~

4. Volunteers ~~Neighborhood Council Board Members and Committee Members~~ shall conduct themselves in a professional and civil manner.
5. This Policy prohibits Discrimination, Harassment, Bystander Harassment, Sexual Harassment, Retaliation, and Inequitable Conduct based on a Protected Category or Protected Activity, and prohibits Hazing, Abusive Conduct and Bullying, by a Volunteer; ~~applies to~~ at all Neighborhood Council or committee meetings (including during breaks) ~~and~~; Neighborhood Council events; events where the Neighborhood Council is a sponsor or participant; any event where a Volunteer ~~Board or committee member~~ is acting, purports to be acting or appears to be acting in their official capacity as a Board or committee member; or when interacting with City employees, contractors, and other Volunteers ~~Neighborhood Council Board Members, Committee Members, and volunteers.~~
6. This Policy also prohibits Volunteers ~~Neighborhood Council Board or Committee members~~ from using any technology, communication system, or equipment, regardless of whether City- issued, personal, or otherwise, whether used online or offline, to intentionally deliver, display, store, forward, publish, circulate, or solicit material to intentionally violate ~~in violation of~~ this Policy. The technology, communication systems, or equipment referenced in this subsection may include, *but are not limited to*, email, text, social media, internet, intranet, telephones, computers, fax machines, voicemail, radio, video, cell phones, mobile digital terminals, or other communication devices.
- ~~7. Neighborhood Council Board Members and Committee Members shall promote and, if necessary, enforce a safe and equitable environment. If other Board Members or Committee Members become disruptive or violate the Code of Conduct, Neighborhood Council Board and Committee Members have agreed to abide by, Board Members and Committee Members should demand that the offending Board Member or Committee Member conduct themselves in a respectful and orderly manner. In the absence of the board taking action to do so, employees of the Department may intercede to do so.~~
- ~~8.7.~~ This Policy prohibits ~~h~~Harassment or ~~e~~Discrimination on the basis of any Protected Category, or ~~s~~Sexual ~~h~~Harassment, Retaliation, and other inappropriate conduct by a Volunteer based on a Protected Category or protected activity. These activities interfere with the Policy's Commissions' goals of maintaining diverse, equitable, inclusive, and productive Neighborhood Councils.

Protected Categories under this Policy include:

- Acquired Immune Deficiency Syndrome (AIDS) or the Human Immunodeficiency Virus (HIV) Status
- Age (40 and over)
- Ancestry
- Color
- Disability - Mental or Physical
- Domestic Violence Victim Status
- Ethnicity
- Gender, Gender Expression and/or Gender Identity
- Genetic Information (including family medical history)
- Marital Status
- Medical Condition (cancer and genetic characteristics)
- Military and Veteran Status
- National Origin (including but not limited to language use restrictions)
- Race (including natural hair texture and/or protective hairstyles)
- Religious Creed (including but not limited to religious dress and grooming practices)
- Sex (including but not limited to pregnancy, childbirth, breastfeeding, and related medical conditions)
- Sexual Orientation
- Any Protected Category under local, state (California), or federal law

This Policy also includes protections for individuals perceived as being a member of one of the Protected Categories and individuals associated with members of the Protected Categories.

The definitions of conduct prohibited by this Policy may be different than those used in legal proceedings in courts of law. Consequently, no legal conclusions can or should be drawn from decisions associated with this Policy and its related administrative procedures.

~~9.8. Volunteers Neighborhood Council Board and Committee members~~ shall not engage in ~~d~~Discrimination. For the purposes of this Policy, ~~D~~iscrimination is the unequal treatment of one or more ~~persons~~ Volunteers in any aspect of a Neighborhood Council because of the person's(s') actual or perceived Protected Category(ies).

Discrimination may include, *but is not limited to*, one or more instances of the following:

- granting or withholding Board or committee positions due to a person's race, disability, sexual orientation, etc.
- recommending or instituting discipline against one or more ~~employees~~ Volunteers because of their religion, national origin, age, etc.
- declining to appoint a Board member or Stakeholder to a committee because of their sex, marital status, veteran status, etc.
- refusing to consider an applicant to fill a Board or committee vacancy because of their

gender identification, etc.

- making decisions about individuals related to their natural hair texture or wearing protective styles such as braids, locs, twists, and knots.
- Requiring a Volunteer to take an HIV test, or an other test intended to assess directly or indirectly a person's infection with HIV, unless specifically required by a controlling law.

~~10.9. Volunteers Neighborhood Council Board and Committee members~~ shall not engage in harassment. For the purposes of this Policy, Harassment is the unwelcome and offensive, threatening, or abusive treatment of one or more ~~persons~~ Volunteers (by any other Volunteer-individual, including both Board and Committee members ~~or~~ and third parties) because of their actual or perceived Protected Categories.

Harassment can include, *but is not limited to*, one or more instances of the following:

- posting, sending, forwarding, soliciting, or displaying in Neighborhood Council or Committee meeting areas, offices, or other location where Volunteers Board or Committee members congregate for Neighborhood Council business or events, any offensive materials, documents, or images that are or could reasonably be perceived as racist, sexist, ableist, ageist, or as targeting any protected group.
- using epithets, slurs, or degrading words or names related to a Protected Category.
- Making jokes related to a Protected Category.
- making comments or gestures about a person's physical appearance which have a racial, gender-related, disability-related, religious, age-related, or ethnic connotation.
- making derogatory comments about religious differences and practices.
- offensive or unwelcome conduct or comments targeted at one or more ~~employees~~ Volunteers because of their Protected Category, even if the content is not about their Protected Category.

~~11.10. Volunteers Neighborhood Council Board and Committee members~~ shall not engage in ~~s~~Sexual ~~h~~Harassment. For the purposes of this Policy, ~~s~~Sexual ~~h~~Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (by any Volunteer individual, including both Board and Committee members ~~and~~ or third parties), that meets any one of the following criteria:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an appointment to the Board or a committee; or
- 7. ● Such conduct could reasonably interfere with the performance of Neighborhood Council business or create an offensive, intimidating or abusive environment. 7

Sexual harassment may include, *but is not limited to*, one or more instances of the following:

- unwelcome romantic or sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, comments, questions, notes, emails, voicemails, or gifts directed toward another ~~employee~~ Volunteer (including those initiated between Volunteers ~~employees~~ engaged in a current or former romantic relationship)

- making sex-, gender-, or sexual orientation-related comments, slurs, jokes, remarks, or epithets
- leering, sexual, obscene, or vulgar gestures
- displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters
- impeding or blocking movement, unwelcome touching, or assaulting others
- reprisals or threats after a rejection of sexual advances
- treating a Volunteer ~~Board or Committee member(s)~~ favorably because of sexual or romantic conduct

~~11. By engaging in conduct that violates the policy, Neighborhood Council Board and/or Committee members may, unintentionally commit Bystander Harassment.~~ For the purposes of this Policy, Bbystander hHarassment occurs when a Volunteer ~~Neighborhood Council Board member, Committee member or any third party~~ witnesses an incident of unwelcome and offensive, threatening, or abusive conduct, even if the ~~individual~~ Volunteer engaging in the conduct is unaware of this “bystander’s” Volunteer’s presence. When an individual (whether a Volunteer ~~Board or Committee member~~ or third party) engages in harassing behavior, they assume the risk that a “bystander ~~employee~~ Volunteer” may witness the behavior. This Policy considers Bbystander hHarassment as being the same as direct harassment of a Volunteer ~~any individual~~.

Bystander harassment can include, *but is not limited to*, the following conduct:

- making jokes or comments related to a Protected Category (such as one or more disparaging comments about individuals of a different sex), which are overheard by another ~~person~~ Volunteer
- sending an email containing offensive materials to a trusted colleague, which is inadvertently forwarded to or witnessed by another ~~person~~ Volunteer
- a Volunteer engaging in one or more acts of physical contact ~~in the workplace at a Neighborhood Council meeting or event~~ that is/are sexual in nature and is/are witnessed by another ~~person~~ Volunteer.

~~12.~~

~~13.~~ 12. —Retaliation is any adverse action or conduct taken against one or more Volunteers covered by this Policy because the Volunteer engaged in any activity protected under this Policy.

“Protected activities” under this Policy include, but are not limited to:

- Reporting or assisting in reporting suspected violations of this Policy
- Cooperating in investigations or proceedings arising out of any alleged violation of this Policy
- Requesting or receiving a reasonable accommodation for a medical condition or disability, such as medical leave

- Reasonably and in good faith indicating opposition, or taking actions to, oppose discrimination or harassment
- Any other kind of opposition to inequitable conduct in the workplace, whether formal or informal

Examples of adverse actions or conduct may include, but are not limited to:

- Conduct or behavior that could reasonably interfere with a Volunteer's term
- Conduct or behavior that has the effect of creating an intimidating, hostile, offensive, or abusive environment for the Volunteer
- Non-selection for training, promotion, or other coveted position
- 14. • Censure, removal, discipline, reprimands or reassignment

15.13. This Policy prohibits i~~nequitable e~~Conduct. Inequitable Conduct is any inappropriate conduct based on a Protected Category or protected activity. Inequitable Conduct includes any instance of unwelcome conduct directed at one or more persons, that is committed by any Volunteer ~~Neighborhood Council Board or Committee member~~, because of the person's actual or perceived Protected Category(ies) or protected activity(ies). Similarly unwelcome conduct that is sexual in nature may also violate this Policy.

Inequitable Conduct may be similar in nature to conduct defined as D~~iscrimination~~, h~~arassment~~ and s~~exual h~~arassment under this Policy, although to be considered Inequitable Conduct, it will be lesser in severity.

~~Inequitable Conduct may include, but is not limited to, one or more instances of the following, depending on the context in which it occurs:~~

- ~~• Microaggressions (indirect, subtle or unintentional verbal or behavioral conduct that communicates hostile, derogatory, or negative attitudes toward protected categories)~~
- ~~• Stray remarks~~
- ~~• Hostilities in vocal tone and body language~~
- ~~• Sexual innuendo~~

16.14. Certain behaviors, including hazing, abusive conduct, bullying, and other types of discourteous and unprofessional conduct interfere with the Commission's goals of fostering a civil, safe, professional, and productive environment for Neighborhood Councils. This Policy prohibits such conduct, and the Commission expects that Neighborhood Councils will respond promptly and effectively to reports of potential Policy violations. This includes action to stop, prevent and correct any conduct that violates this Policy.

~~17.~~

15. Hazing is any action taken, or situation created, that is meant to (or in some cases may unintentionally) cause embarrassment, degradation, discomfort, or ridicule, and that may cause emotional and/or physical harm to a Volunteer ~~individual or individuals~~. Hazing typically occurs as a rite of passage or involves peer pressure. Actions may be considered hazing, regardless of individual(s) willingness to participate in such activities.

a. Hazing consists of a broad range of potentially harmful behaviors or activities that show disregard for another person's dignity or well-being. Hazing often involves engaging in illegal, harmful, demeaning, or dangerous acts that are not consistent with City policy and the performance of job-related activities. Even when these behaviors do not appear overtly harmful (i.e., where the participants appear to engage in them willingly), they may constitute hazing if they might cause humiliation or be perceived as demeaning or degrading. The determination of whether any particular conduct constitutes hazing will depend on the circumstances and context in which that activity occurs. Hazing activities or behaviors do not have to be related to any Protected Category to violate this Policy.

b. For the purposes of this Policy, ~~h~~Hazing may include but is not limited to:

- unnecessary physical and/or psychological shocks
- forced, unnecessary exertions
- engaging in pranks or horseplay
- requiring Board or Committee members to engage in stunts or buffoonery
- degrading or humiliating games and activities
- the inappropriate application of substances to the body of another (including forced eating or drinking)

16. Abusive Conduct/Bullying.

~~_____~~a. Abusive Conduct is verbal, physical, electronic, or other behavior by a ~~Volunteer~~~~Neighborhood Council Board or Committee member~~, directed at one or more ~~persons~~ Volunteers that intentionally demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council.

b. Bullying is verbal, physical, electronic, or other behavior directed at one or more persons within a peer group that demeans, intimidates, or humiliates or could reasonably be considered hostile, offensive, and unrelated to a legitimate interest of the Neighborhood Council.

c. Abusive conduct and bullying consist of a broad range of behaviors, which may be subtle or overt. In most circumstances, abusive conduct or bullying consists of repeated or multiple incidents, over a period of time. The determination of whether a particular act constitutes abusive conduct or bullying will depend on the circumstances and context in which that act occurs.

d. Abusive Conduct and/or Bullying can take the form of:

- inappropriately directing profanity or shouting at another person
- criticizing a person, their opinions, or actions persistently, with malice, or without a legitimate reason
- belittling a person's opinions persistently, especially in the presence of others
- deliberately sabotaging or impeding a person's work

- spreading malicious rumors, gossip, or innuendo
- sending via email or text, posting, or sharing online, objectively negative, harmful, false, or derogatory content about someone else, including the sharing of personal or private information about someone else and thereby causing embarrassment or humiliation
- excluding or isolating someone consistently
- intruding on a person's privacy by spying or unreasonably pestering

e. A single incident of bullying may constitute a violation of this Policy where it interferes with the performance of a Volunteer ~~Board or Committee member~~ or creates an environment unfavorable to the purpose of the Neighborhood Council system

~~By signing this document, I affirm that I have received, read, and understand the Code of Conduct. I acknowledge that I have been informed of the expectation to abide by the Code of Conduct at the time of my appointment or election to the Board or appointment to the Committee. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct, I may be subjected to suspension and/or removal from my Neighborhood Council Board.~~

~~I also understand that if I am found to have violated the signed Code of Conduct, I may be subject to censure and/or removal by my Neighborhood Council board and suspension and/or removal by action of the Department.~~

SIGNED

DATE