

Code of Conduct for Federal Events

Introduction and Purpose

The core mission of the U.S. Equal Employment Opportunity Commission (EEOC) is to prevent and remedy unlawful discrimination in the workplace and advance equal employment opportunity for all. Our mission is accomplished through the implementation of our vision for “fair and inclusive workplaces with equal opportunity for all.” Our work is guided by our core values: commitment to equal employment opportunity, accountability and integrity.

The Outreach, Training and Education Division (OTED) is committed to providing a safe and welcoming environment for all individuals who participate in the activities organized by Federal Sector Programs (FSP). Through this code of conduct, OTED strives to maintain a positive learning environment by ensuring that participants do not engage in disruptive behavior while attending federal activities.

Code of Conduct OTED Trainings

This code of conduct outlines the expectations for participant behavior as well as the consequences for disruptive behavior. All participants shall abide by this code of conduct while participating in federal activities.

All determinations of disruptive behavior are in OTED’s sole discretion.

Expected Behavior

- Comply with laws and ethical behavior guidelines for federal employees.
- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert training instructors if you notice a dangerous situation or someone in distress.
- Treat property, material or intangible, with respect and follow use guidelines for copyright.
- Demonstrate integrity and treat all with dignity and respect.
- Be punctual throughout the activity.

Disruptive Behavior

Disruptive behavior will not be tolerated. Disruptive behavior may include but is not limited to:

- Inappropriate, offensive, or abusive language;
- Incessant talking while instructor is delivering training or when others are speaking;
- Loud and frequent interruptions, including cell phones ringing or texting; and
- Harassment of other participants or instructor. Harassment includes, but is not limited to:

- Offensive comments or images related to race, color, religion, sex (including pregnancy and related conditions, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. (Examples: slurs, sexually explicit content, profanity, obscene gestures, unwelcome sexual attention);
- Intimidation, bullying, stalking, or use of physical force. (Examples: Inappropriate physical contact, following a participant around, verbal, visual or physical threats, pushing or shoving).

Response to Disruptive Behavior

If a participant is engaging in disruptive behavior, the instructor or OTED representative will assess the severity of the behavior and take appropriate action.

Assessing Severity:

- Low level of concern is the least serious level, typically encompassing any situation that can be handled and resolved informally between the instructor and the participant. (Examples: disrespectful tone, inappropriate use of electronics such as texting or using internet).
- Moderate level of concern may involve an ongoing problem, or a more serious incident such as verbal confrontation, challenging authority, persistent refusal to adhere to expected behavior.
- High level of concern arises when there is immediate danger, such as threats of violence, or persistent disruptive behavior despite prior intervention. Behavior can be severe or pervasive to meet this level of concern.

Response

- If lower level of concern, the instructor or OTED representative must address the behavior with the participant, ideally during a break. The instructor or OTED representative should clearly describe the behavior observed, explain why it's inappropriate, and discourage continued behavior.
- If moderate level of concern, the instructor or OTED representative must notify participant to stop the behavior or leave class immediately. The instructor/OTED representative should be clear, direct and respectful when asking the participant to stop or leave class. If participant refuses to leave, instructor/OTED representative should take a break and call security. Alternatively, instructor/OTED representative may dismiss class entirely.
- If there is a high level of concern, such as an immediate dangerous/threatening situation, call 911, alert building security, and contact Assistant Director of OTED.

Consequences for Engaging in Disruptive Behavior

Disruptive behavior by participants will not be tolerated. Anyone instructed to stop disruptive behavior is expected to comply immediately.

If a participant fails to abide by this code of conduct, and the action steps listed above do not resolve the issue, the participant may be expelled from the training. If expelled from the training, the participant will forfeit the fee paid to attend the training.

Reporting Requirements

The instructor or OTED representative must document any incident of disruptive behavior and submit to the Assistant Director/OTED.

The report should include:

- Name of the participant and name of employer
- Details of disruptive behavior (what, when, and where did behavior take place)
- Description of action taken by instructor/OTED representative
- Name and contact information for witnesses who may corroborate details of incident

OTED's director shall review the incident report and determine whether additional action is necessary, such as notifying employer of participant's conduct.