

ATD Detroit Board **Respect & Professionalism Policy**

PURPOSE

This policy reflects commitment to a standard of behavior expected of every board member and board volunteer in the operations and functions of the Detroit Chapter of the Association for Talent Development (ATD Detroit). This policy shall be implemented in accordance with the bylaws of the chapter as a non-profit professional association.

Please remember that for all situations, our expectation is that board members, board volunteers, and others will strive for the highest standard in honoring the chapter's vision and mission which is everyone's responsibility. As board members, we are in a position of leadership. All board members and board volunteers should read this policy on respect and professionalism and utilize sound judgement in its application.

DEFINITIONS

A *board member* is defined as one filling the role of the board positions stated in the chapter bylaws.

A *board volunteer* is defined as one who has agreed to assist the board in any capacity for chapter operations and functions (i.e. assisting at chapter events, attending board meetings, communicating with chapter members, handling board/chapter documentation).

Bullying is repeated, unwanted or abusive conduct that a reasonable person would find hostile and offensive.

Harassment can be a single event or a pattern of conduct that is based on a characteristic protected by applicable law, the effect of which is to create a board business environment that a reasonable person would consider hostile, offensive, or intimidating.

For the purpose of this policy, the *board business environment* includes but is not limited to locations where chapter board business is conducted and/or board member interactions take place.

POLICY

Board members and board volunteers shall be responsible for promoting a positive, professional environment at ATD Detroit Board meetings, gatherings, and chapter events. In addition, a board member or board volunteer shall avoid any personal act or omission that may adversely affect board relations, the proper performance of one's role, and/or delivery of chapter services.

Although this policy acknowledges that it is normal for professionals to engage in reasonable discourse and have disagreements, a board member or board volunteer shall avoid any intentional personal act or omission that may substantially and adversely affect board relations, the proper performance of one's role, and/or delivery of chapter services.

CONFIDENTIALITY AND PRIVACY

All board and chapter information should be handled properly in order to protect it from inappropriate access, use, and disclosure in accordance with the bylaws of the chapter.

PROFESSIONALISM

All board members and board volunteers are accountable for conducting themselves in a responsible and ethical manner that upholds and promotes the vision and mission of ATD Detroit. This includes representing ATD Detroit in a professional manner at all times by applying the highest standards of ethical behavior and appropriate conduct in board meetings (in-person and virtual), email communications for chapter business, and everything we do in performance of our duties as board members and board volunteers.

RESPECT IN BOARD MEMBER & BOARD VOLUNTEER INTERACTIONS

We expect ATD Detroit board members and board volunteers to promote a culture of sensitivity, understanding, trust, and integrity. We believe that everyone has the right to an environment that is safe. We believe that each board member's opinion and viewpoint are important. We respect the environment in which we conduct our board and chapter work.

Examples of behavior that should be avoided includes but is not limited to:

- Exhibiting aggressive behaviors such as shouting, abusive language, threats of violence, or non-verbal expressions of aggression;
- Behavior that a reasonable person would find to be demeaning, discriminating, humiliating, harassing, or bullying;
- Deliberately destroying, damaging, or obstructing someone's board/chapter work performance, tools, and/or materials; and/or
- Knowingly make a false complaint.

At ATD Detroit, we believe respect comes with the understanding that each person is unique, with intrinsic dignity and worth. All board members and board volunteers with ATD Detroit have a responsibility for building and maintaining an environment of respect which includes being considerate in how we communicate and interact with each other.

REPORTING INAPPROPRIATE BEHAVIOR

Board members and board volunteers should report conduct contrary to this policy on professionalism either to the President of the chapter or a board member on the Executive Committee. The President or Executive Committee Member shall take timely and appropriate action to address the reported conduct in accordance with the chapter bylaws. Violations may also be reported to the ATD Chapter Relations Manager assigned to ATD Detroit who will follow up with the President of the chapter.

Board members and board volunteers should avoid actions or communications that could be perceived as retaliation or retribution for someone reporting or supplying information about a violation of this policy. The essence of this clause is to encourage board members and board volunteers to speak up and to do so within a safe environment.

ACCOUNTABILITY

Acceptance of a board role with ATD Detroit signifies acceptance of the terms and conditions outlined in this policy. Failure to observe and abide by this policy may result in corrective action as outlined in the bylaws for ATD Detroit. Board members and board volunteers should demonstrate accountability for our decisions by interacting with empathy, respect, and consideration with everyone. This policy should be interpreted and applied in a manner that is consistent with the chapter bylaws.

The President or Vice President of Administration should ensure that each board member and board volunteer receive a copy of this policy.

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Acknowledgment Form

I acknowledge that I have received and read the ATD Detroit Board Respect & Professionalism Policy. I understand that it is my responsibility to be familiar with and conform to the requirements and expectations contained in this policy. I agree to abide by the policy during the term of my board role and/or while I perform my volunteer role with the board for ATD Detroit.

Check a box for one role type only:

- Board Member
 Volunteer
 Other: Click or tap here to enter text.

Click or tap here to enter text.

Printed Name

Signature

Click or tap to enter a date.

Date

ATD Detroit is committed to ensuring a board work environment that is respectful and professional for everyone.