



## Code of Conduct

Our mission is to promote a safe and welcoming environment for all staff, instructors and class participants, all individuals are expected to follow our code of conduct. The policies below detail behaviors in violation of the code of conduct. These violations are based on three categories: General Misconduct, Discrimination, and Sexual Harassment. Please note that the list of individual violations provided under each category are not exhaustive. Each incident can and will be evaluated on a case-by-case basis based on the category's provided definition.

### General Misconduct

General Misconduct is defined as any disruptive behavior that threatens the learning environment and/or safety and well-being of others. All persons participating in San Diego Oasis are expected to behave in a courteous and self-disciplined manner while participating in any of the programs offered through Oasis.

General Misconduct Violations include, but are not limited to:

- Verbal harassment or intimidation of any kind, including the use of vulgar, or derogatory language.
- Threats to induce harm of any kind.
- Intentional disruption of any kind.

### Discrimination Policy:

Discrimination is defined as the unfair treatment of a person or group of people differently or

inequitably. It is our policy that no person shall be treated differently, separately, or have any action taken against them on the basis of race, skin color, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability.

Discrimination Violations include, but are not limited to:

- Any conduct that creates inequitable treatment of a person based on race, skin color, ethnicity, gender identity, sexual orientation, religion, national origin, language, culture, or disability.
- Intentionally singling out an individual or a group of people based on the above categories.
- Intimidating gestures, physical violence, assault or threats of injury because of the above categories.
- Derogatory remarks or comments regarding the above categories.

## **Sexual Harassment Policy**

Sexual Harassment is defined as unwanted and unwelcome words, deeds, actions, gestures, or behaviors that are sexual in nature or are related to sex, sexual orientation, or gender identity. San Diego Oasis is committed to providing a learning environment that is free from sexual harassment. Sexual harassment of any kind will not be tolerated.

Sexual Harassment Violations include, but are not limited to:

- Threats of sexual violence, unwanted suggestive or lewd comments, sexually offensive gestures, or any insulting comments regarding a person's gender identity or sexual orientation.
- Unwelcome sexual advances
- Requests for sexual favors

## **Procedure for Initiating Complaints**

A Complaint means a statement which is made to a course instructor or staff member, in writing, in person, or by phone which alleges general misconduct, discrimination, or sexual harassment.

All complaints should be directed or forwarded to the Diversity Outreach Coordinator. Upon receiving any complaint, the Diversity Outreach Coordinator must immediately initiate a memo to the President and CEO.

Oasis maintains the right to remove any individual who fails to comply with the code of conduct, in addition to the permanent revocation of one's membership for violations determined to be serious offenses.

To report discrimination, harassment, or general behavior violations, please contact:

Sydney Folsom  
Diversity Outreach Coordinator  
Sydney@SanDiegoOasis.org | (714) 766-9718