

## HAB : Code of conduct

Date adopted: April 2025

### HAB CODE OF CONDUCT

All members of the Hawaii Association of the Blind are required to comply with the following code of conduct during any HAB gatherings such as conventions, meetings, conferences, parties, functions, online forums, or any events conducted, coordinated, or participated by or through HAB whether in person, via means of electronic communication, or hybrid. The term "online forums" shall include email lists, text-based chat groups, and similar online settings or environments.

All participants at HAB events are required to adhere to this Code of Conduct as adopted by the Board of Directors. This policy defines prohibited conduct as including, but not limited to:

- Unwelcome verbal, visual, or physical conduct on the basis of race, color, sex, religion, age, national origin, disability, genetic information, gender identification, sexual orientation, or any any other characteristic protected by applicable law; or
- Disrespectful, offensive and/or threatening conduct, verbal abuse, stalking, bullying, violence, intimidation or excessive use of profanity; or
- Be respectful of the financial obligations of the organization. Remit as soon as possible to HAB all funds earned from fund raising projects. Pay annual membership dues.

Any person who believes that he or she has experienced behavior prohibited by this policy may report the conduct to a member of the Board of Directors.

Any third party who believes he or she has witnessed prohibited behavior or activity toward another person is strongly encouraged to first speak with the alleged victim to confirm that such behavior or activity was considered inappropriate and necessitates the filing of a complaint.

Nothing in this policy shall limit or preclude the free exchange of ideas and/or opinions so long as such exchange does not involve threats or other prohibited behavior as defined in this policy.

Any HAB member in good standing who violates the code of conduct may be subject to disciplinary action imposed by the HAB Board of Directors after due process of investigation. The Board of Directors may take the following courses of action:

First Offense: A first infraction of this code should involve a verbal notification of the code and warning.

Second Offense: Letter of warning stating facts and recommended resolution/s.

Third Offense: Letter of suspension explaining the reasons for the action.

Fourth Offense: Expulsion from HAB.