

AFL-CIO

AMERICA'S UNIONS

CODE OF CONDUCT AND ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

MEETING CHECKLIST

In order to effectively implement the Code of Conduct and Anti-Discrimination and Anti-Harassment Policy, it is important to regularly reinforce our values and consistently reference these policies at all meetings and events. Use the checklist below to ensure you are fully considering these policies in your meeting planning.

BEFORE THE MEETING...

- ▶ Designee is identified, **trained** and available to attend the meeting.
- ▶ Print Code of Conduct and Anti-Discrimination and Anti-Harassment Policy notice cards (Template is available on the Working Families Toolkit: www.wftoolkit.org).
- ▶ Include copies of the Code of Conduct and Anti-Discrimination and Anti-Harassment Policy in meeting materials or packets.
- ▶ Notify attendees of Code of Conduct and Anti-Discrimination and Anti-Harassment Policy as they register (e.g., include language on the event registration page or confirmation email).

“The [ORGANIZATION] is committed to providing an environment free from discrimination and harassment. We expect all meeting participants to embrace our values, and conduct themselves in a manner consistent with our Code of Conduct and Anti-Discrimination and Anti-Harassment Policy.”

AT THE MEETING...

- ▶ Announce the Code of Conduct at the beginning of the meeting and introduce the designee.

“The [ORGANIZATION] is committed to providing an environment free from discrimination and harassment. We ask all meeting participants to embrace our values of equity and equality, and conduct themselves in this meeting consistent with those values. We have designated [DESIGNEE NAME] as the first point of contact for anyone who thinks they have experienced discriminatory, harassing or otherwise unacceptable behavior, and we urge you to contact (him/her) if you have any concerns.”

- ▶ Distribute notice cards to every participant (e.g., at check-in table or placed on tables and chairs).

For more on the resources listed above, contact:

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