



UNION OF RUTGERS ADMINISTRATORS
AMERICAN FEDERATION OF TEACHERS

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URA-AFT Code of Conduct

(Adopted by the URA-AFT Executive Board on March 1, 2021)

Purpose

The URA- AFT is committed to providing a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, creed, color, sex, gender identity or expression, religion/religious practices or observances, national origin/nationality, ancestry, language, ethnicity, disability or perceived disability, atypical hereditary cellular or blood trait, genetic information, status as a veteran or disabled veteran of, or liability for service in, the Armed Forces of the United States, age, affectional or sexual orientation, marital status, civil union status, domestic partnership status, socioeconomic status or political affiliation, or any other characteristic prohibited by law. As such, the URA-AFT shall not tolerate discriminatory, harassing or otherwise unacceptable behavior in the workplace or at any of its activities, events or meetings, even if the conduct has not risen to the level of a violation of law. The URA-AFT expects everyone in the workplace and those who participate in any of its activities, events or meetings to abide by this Code of Conduct.

Definitions

A. Discrimination

Discrimination against an individual because of a person's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy or any other characteristic protected by law is illegal discrimination.

B. Harassment

Harassment is a form of discrimination that can take many forms, including physical contact, verbal comments, written communications or other unwelcome conduct. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, jokes or threatening, intimidating or hostile acts that relate to sex, race, age, disability or other protected categories. Harassment may also include written or graphic material that denigrates or shows hostility toward an individual or group based on protected characteristics, whether that material is sent by email or placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises of the activity, event or meeting.

C. Sexual Harassment

Sexual harassment is a form of sex discrimination. It can take many forms, including physical contact, verbal comments, written communications or other conduct. Sexual harassment does not have to be sexual in nature; non-sexual contact, comments or conduct can still—depending on the circumstances—create an intimidating, offensive or harassing and discriminatory environment or experience.

Expected Behavior:

The URA- AFT is a democratic organization that values open and vigorous discussion of the issues facing the URA-AFT, our members, working people and the labor movement. This Code of Conduct is not intended to restrict free and open debate, but rather is concerned with preventing unacceptable behavior.

The URA-AFT expects everyone in the workplace and all participants in URA-AFT activities, events or meetings to conform to the following Code of Conduct:

- Respect others and their views.
- Recognize and value individual differences.
- Do not engage in aggressive, bullying or intimidating behavior.
- Do not engage in discriminatory or harassing behavior.

Implementation:

Once adopted, the URA-AFT will initiate training of all union representatives/volunteers/office. The URA-AFT shall publish the Code of Conduct electronically to all members, and maintain a link to the document on its website. Members will be advised quarterly of the existence and location of the Code of Conduct.

Each year, URA-AFT will identify one or more designees to whom complaints may be directed. A designee may be a member of the URA-AFT or another person who is knowledgeable and experienced in harassment and discrimination procedures. A designee may not be an elected leader of URA-AFT.

If Subject to Unacceptable Behavior:

The URA-AFT takes these complaints seriously and may, at its discretion, take action that it deems appropriate upon assessing the situation. Possible responses may include a warning to or expulsion of the alleged offender from the URA-AFT activity, event or meeting. Additionally, where appropriate, the URA-AFT may inform the alleged offender's employer of the offending behavior and complaint, or initiate disciplinary proceedings for those who hold a position subject to discipline by the AFT. If needed or requested, a URA-AFT designee will help complainants contact security or local law enforcement, provide escorts or otherwise assist complainants experiencing unacceptable behavior to feel safe for the duration of the activity, event or meeting.

Any complaint brought to the URA-AFT's attention shall be treated confidentially to the extent possible to properly assess the situation. The URA-AFT shall take all appropriate steps to ensure that the complainant is no longer subject to the unacceptable behavior.

1. If a complaint is made against a building representative/shop steward/lead steward, the Executive Vice President may choose to place that person on leave from their duties until the matter is decided.
2. If a complaint is made against an elected representative of the URA, the President may choose to place that person on leave from their duties until the matter is decided.

The URA-AFT will not tolerate retaliation against any individual who complains of unacceptable behavior under this Code of Conduct. The URA-AFT will take every step necessary and appropriate to ensure that retaliation does not occur, and if it believes that retaliation has occurred, the URA-AFT will take immediate action to stop the retaliation.