

Thurston County Democrats

Code of Conduct Policy

Purpose:

This Code of Conduct establishes standards of behavior expected from all members, volunteers, and board members of the Thurston County Democrats (TCD). Its purpose is to ensure a respectful, professional, and inclusive environment and to provide a clear process for addressing violations.

1. Expected Behavior

All members, volunteers, and board members are expected to:

1. Treat others with respect, courtesy, and fairness.
 2. Act honestly and ethically in all organizational matters.
 3. Avoid harassment, discrimination, or intimidation of any kind.
 4. Refrain from actions that could harm the organization's reputation or operations.
 5. Follow all applicable laws, TCD bylaws, and policies.
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2. Prohibited Behavior

Prohibited conduct includes, but is not limited to:

- Harassment, bullying, or discriminatory behavior based on race, gender, religion, age, sexual orientation, or disability.
- Physical or verbal threats, intimidation, or violence.
- Misuse of organizational resources or funds.
- Conflicts of interest without disclosure.

- Retaliation against any individual who reports a concern in good faith.
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3. Levels of Complaints

Complaints will be classified into three levels based on severity:

Level 1 – Minor Issues

- Examples: Unprofessional language, minor disputes between members.
- Resolution: Informal mediation or verbal warning by the Board Chair or designated officer.

Level 2 – Moderate Issues

- Examples: Repeated unprofessional conduct, or moderate policy violations.
- Resolution: Formal written complaint submitted to the Executive Board. Investigation conducted, followed by written warning, temporary suspension, or mandatory training.

Level 3 – Severe Issues

- Examples: Violence, harassment, misuse of funds, or repeated violations of TCD policies.
 - Resolution: Formal investigation by the Executive Board. Consequences may include removal from leadership position, suspension, or expulsion from the organization.
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4. Reporting Process

1. Complaints should be submitted in writing using the official Complaint Form.
 2. All complaints will be reviewed confidentially to the extent possible.
 3. The Executive Board will determine the level of complaint and appropriate resolution.
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5. Investigation

- All complaints will be investigated promptly and impartially.
 - Individuals involved will have an opportunity to respond.
 - Documentation of the investigation and findings will be retained securely.
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6. Consequences

Consequences will vary depending on the severity of the violation and may include:

- Verbal or written warnings.
 - Temporary suspension from meetings or events.
 - Removal from committees or leadership positions.
 - Expulsion from the organization in cases of severe misconduct.
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7. Appeals

- Members may appeal decisions related to Level 2 or Level 3 complaints.
 - Appeals must be submitted in writing within 10 days of the decision.
 - The Board will review the appeal and issue a final determination.
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8. Policy Review

- This policy will be reviewed annually by the Board to ensure effectiveness and fairness.
- Updates or amendments require approval by a majority vote of the Board.