

## **Standards of Conduct at Plan Team Meetings (draft)**

Plan Team members are expected to maintain a high standard of conduct and act in a professional and courteous manner during Plan Team meetings. Plan Team members are prohibited from misusing government resources, Council information, or their affiliation with the Council. In other words, while it is acceptable to note your experience on the Plan Team on your resume, you are prohibited from mentioning your Plan Team affiliation on business cards, letters to the editor, etc. See pages 6 and 7 of the Department of Commerce/ NOAA's [Rules of Conduct for Staff and Advisors of Fishery Management Councils](#).

*From the Council's SOPPs:*

*No member of a Council advisory group shall use or allow the use, for other than official purposes, of information obtained through or in connection with his or her Council employment which has not been made available to the general public.*

*The Council will not tolerate harassment, or retaliation against those who report harassment. For purposes of this policy, harassment includes unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). This policy does not cover allegations of incivility not based on a protected characteristic. However, this policy is not intended to limit in any way the Council's ability to address incivility, inappropriate behavior, or other issues in an appropriate manner for the context. Any Council process participant who observes or receives a report of harassment of a Council process participant must report the incident to the Executive Director, Deputy Director, or Chair or Vice Chair of the Council as soon as possible.*

For more information, see the Council's harassment policies on addressing allegations of harassment of Council [process participants](#) and [staff](#).

Additionally, political campaigning or showing outward support for a political party or candidate for any election (e.g., wearing badges, buttons, pins, signs) is prohibited while the Plan Team is in session.

**The Plan Teams are committed to providing all participants a safe, productive, inclusive, and welcoming environment. Harassment, intimidation, or discrimination of any kind will not be tolerated at Plan Team meetings. Anyone who violates the standards of professional and respectful conduct may be asked to leave.**

### **Expected Behavior**

- Be considerate, respectful, and collaborative
- Encourage and value diverse viewpoints and opinions
- Communicate openly and with kindness, critique ideas rather than individuals, and gracefully accept feedback
- Use language that is inclusive and welcoming regardless of background, title, or experience level
- Be direct but professional when sharing disagreements or criticisms
- Acknowledge the contributions of others
- Be mindful of your surroundings and proactive in your inclusion of fellow participants
- Respect meeting organizers and session chairs by helping to keep the meeting organized and on schedule

### **Unacceptable Behavior**

- ‘Talking over’ or ‘heckling’ speakers
- Harassment or discrimination in any form including but not limited to those related to age, gender and gender identity, sexual orientation, disability, physical appearance, body size, race, religion or other elements of social identity
- Physical or verbal abuse, bullying, intimidation, stalking, or shaming
- Personal attacks directed at other guests, members, participants, etc.
- Unwelcome sexual attention or advances
- Retaliation for reporting harassment
- Reporting an incident in bad faith
- Other conduct which could reasonably be considered inappropriate in a professional setting

### **Consequences**

Anyone requested to stop unacceptable behavior is expected to comply immediately. Meeting organizers may take action deemed necessary and appropriate, including immediate removal from the meeting. Notification of an infraction may be made to the offender’s supervisory chain when appropriate.

### **Reporting**

If you are the subject of unacceptable behavior or have witnessed any such behavior, please immediately notify Plan Team coordinators.