

Fitzmaurice Institute, Inc.

Code of Professional Conduct

All people affiliated with the Fitzmaurice Institute (FI) agree to:

1. Keep the welfare, dignity, and needs of individuals foremost in our professional practices.
2. Maintain a respectful demeanor and refrain from harassment, bullying, malicious gossip, and demeaning behavior at all times.
3. Create an environment that reasonably minimizes risks that may cause harm to individuals.
4. Respect individuals regardless of age, gender, gender identity, race, ethnicity, national origin, religion, physical appearance, disability or sexual orientation.
5. Respect and maintain the privacy of confidential information.
6. Respect the legal and civil rights of individuals.
7. Refrain from behaviors (including use of language) that constitute sexual impropriety, in the context of our professional activities.
8. Refrain from using or being under the influence of any recreational illicit drugs or non-prescription controlled substances during any FI events or in other professional settings involving Fitzmaurice Voicework®.
9. Be honest in all professional dealings, and commit no wrongful, criminal, maliciously deceptive, or exploitative acts.
10. Cooperate fully in the event of any FI grievance process by reasonably responding to inquiries in a timely manner; furnishing information as requested; and adhering to the actions mandated through our grievance process.
11. Take no action which may diminish the good name or goodwill of FI, its programs, or the community of Fitzmaurice Voicework practitioners.

If you are concerned that a potential violation to this *Code of Professional Conduct* has occurred, you may speak directly to the relevant colleague(s) before taking further action. If it feels inappropriate or too difficult to approach a colleague directly, you can communicate with your choice of 1) the event leader (if applicable), 2) the FI Operations Manager, or 3) a designated peer who will relay information on your behalf to the FI Operations Manager. This will then be taken to a three-person Ethics Advisory Committee that will be formed to investigate any alleged violations, and make a determination about what happened and what if any corrective or disciplinary action will be needed.

Records of corrective and disciplinary actions will be maintained in accordance with FI policy. While corrective and disciplinary action is meant to correspond appropriately to specific misconduct, each situation is unique and there is no single appropriate course of action. FI representatives have the discretion to initiate or repeat corrective and disciplinary action as warranted at the level appropriate to the misconduct, in a manner that aims to be fair, reasonable, and consistent.

No set of rules can possibly address all situations that may arise. FI reserves the right to find that other conduct, not specified in this *Code of Professional Conduct*, constitutes a violation of good professional practice.

These key definitions apply to this policy:

SEXUAL HARASSMENT Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is either explicitly or implicitly demanded; or
2. Submission to or rejection of such conduct is used as the basis for program decisions or for evaluation or advancement; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or program performance or creating an intimidating or hostile program environment.

Sexual harassment may be found in a single episode, as well as in persistent behavior.

SEXUAL MISCONDUCT Sexual misconduct incorporates a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person. Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently severe or pervasive to constitute sexual harassment will constitute sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

MISCONDUCT In addition to disrespecting others' sexual autonomy and consent, there are other ways people affiliated with the Fitzmaurice Institute may practice misconduct: some examples include bullying, whether subtle or overt; demeaning comments, whether face to face or behind someone's back; and disrespecting other professionals' work.

SAFETY While we cannot impose a sense of safety on anyone, we can nevertheless strive to create safe environments. Safety is fostered through a sense of self care and mutual support; it is also fostered by refraining from any kind of behavior prohibited in this *Code of Professional Conduct*.

CORRECTIVE AND DISCIPLINARY ACTION Corrective and disciplinary action by FI may include verbal warning, written warning, requirements for behavioral change, and suspension from some or all activities, including complete suspension from a program or complete suspension of affiliation with FI. Any corrective or disciplinary action should appropriately correspond to the severity and circumstances of the situation.