**GCA Policy Number: MP002**

Effective Date: 9/12/20

Approval Date: 9/12/20

Revised Date: NA

Purpose: To establish a code of conduct for GCA Events.

Additional Authority: NA

Scope: Participants at GCA events

Approval Authority: GCA Board of Directors

Responsible Authority: GCA Staff

Recipients: Participants at GCA events

Publications: In the GCA Slack #general folder

Definitions: NA

Policy Title

GCA Participant Policy

Policy Statement

The Georgia Chiropractic Association (GCA) seeks to provide a safe, inclusive and positive learning environment for all participants.

The purpose of the Code of Conduct is to establish a common understanding of the standards of behavior expected from participants while they are engaged in any activity facilitated by the Georgia Chiropractic Association.

**Application**

1. The Code of Conduct applies to any participant engaged in any program or service delivered by the GCA, or any related activity facilitated by the GCA (‘participant’).
2. Georgia Chiropractic Association activities are those delivered by the GCA, including but not limited to:
   1. Conferences, workshops, webinars and meetings facilitated by the Georgia Chiropractic Association whether delivered face-to-face, online or via electronic communication; and
   2. Networking activities, social events, graduations and any other gathering of participants.
3. Where relevant, the Code of Conduct operates in conjunction with other policies relating to minimum standards of behavior and conduct that might also apply to the participant.
4. At its sole discretion, the GCA reserves the right to dismiss or refuse participation of any person whose conduct fails to comply with policies, rules and standards of the GCA.

**Obligations of Participants**

1. The Code of Conduct is made available to all participants, including via the GCA website. Hard copies are available by request.
2. It is the responsibility of every participant to be aware of, familiar with, to understand and to abide by this Code.
3. Participants are encouraged to read and become familiar with the Code at activity commencement via application forms, attendance sheets and registration booth.
4. The GCA expects all participants to observe the standards set out in this Code, and non-compliance may result in disciplinary action including expulsion from the conference or activities.
5. Every participant has a right to freedom of expression, and it is not misconduct under this Code for a person to exercise that right. This Code must be interpreted and applied in a way that is consistent with that right.
6. Please Support Our Exhibitors and Our Show – if you are approached by non-exhibiting companies soliciting your business during the trade show, we encourage you to not engage in a business matter with them at that time. Please report the incident to GCA staff.
7. Any attendee who is observed to be inappropriately soliciting business in violation of any portion of the Exhibition Policy will be asked to leave immediately without refund. Additional penalties may be applied. Please report any violations you may observe to show management.
8. If a participant believes that a breach of the Code has occurred, they are encouraged to take appropriate action by following the Georgia Chiropractic Association Grievance Procedure.

**Code of Conduct**

1. This Code of Conduct provides an overview of the GCA’s expectations of how participants must conduct themselves during activities. It does not attempt to provide a detailed and exhaustive list; rather it sets out a framework of standards of behavior that participants are expected to display.
2. As representatives of the chiropractic profession, all participants are expected to conduct themselves in a professional and courteous manner and observe the following standards:
   1. Show courtesy, consideration and respect for each other.
   2. Adhere to and promote the union values of democracy, equality, fairness, human rights and inclusivity.
   3. Promote the principles of social justice by opposing prejudice, injustice and dishonesty.
   4. Promote dignity and respect for others by avoiding behavior which is, or might reasonably be perceived as, harassing, bullying or intimidating.
   5. Maintain and develop professional relationships with other training participants, training staff and any guests or visitors.
   6. Work collaboratively, and within the spirit of the Georgia Chiropractic Association programs, when dealing with other participants, staff, vendors and guests.
   7. Accommodate and tolerate different opinions and perspectives, and sort out disagreements by rational and respectful discussion, and without criticism.
   8. Avoid using obscene, abusive or offensive language.
   9. Show respect for diversity and not abuse, vilify or belittle any other person.
   10. Follow any reasonable instruction and comply with any lawful direction given by a staff member of the Georgia Chiropractic Association.
   11. Respect the right of all participants to engage in work and learning without disruptive interruption.
   12. Not consume alcohol, except during social activities where reasonable consumption of alcohol would be deemed as acceptable.
   13. Act with integrity and refrain from dishonest behavior, including (but not limited to) cheating or committing plagiarism, contravening copyright laws, stealing, or taking without permission any property belonging to another person, or breaching the privacy of others.
   14. Follow attendance requirements and observe punctuality for all activities.

Procedure(s)

Please alert the GCA staff if you notice any participant that you feel may be violating the code of conduct.

Other Notes

NA