

## IGNITE CODE OF CONDUCT

IGNITE is a nonpartisan nonprofit organization dedicated to instilling political power in every young cis woman, trans woman, and non-binary people who are comfortable in a space that centers the experiences of young women. Our integrity and reputation, as a community of advocates and organizers, depends on our ability to uphold the highest standards of conduct.

We can't achieve our vision or mission in a hostile, disrespectful, or undermining IGNITE culture. We ask that all members of IGNITE commit to the following Code of Conduct in order to facilitate feelings of safety, support, openness, productivity, and trust. This agreement is part of an evolving practice to cultivate equity, community, and wellness while we work together to achieve gender parity in our political system.

IGNITE staff, volunteers, and participants are expected to observe the organization's rules and procedures. This Code of Conduct (**Code**) is designed to protect members of the IGNITE community, as well as the integrity and authority of IGNITE, its Board of Directors, and its representatives.

**Please sign this Code to acknowledge that you have received and reviewed it. By signing, you agree to follow these rules:**

### 1. COMPLIANCE

You agree to comply with all applicable federal, state and local laws and regulations, as well as with the IGNITE policies and procedures, as described here.

### 2. ANTI-DISCRIMINATION AND HARASSMENT

We are committed to maintaining a safe and comfortable working environment for all IGNITE members, regardless of their status as staff, volunteers, or participants. We have a strict ZERO-TOLERANCE policy for discrimination or harassment in any form (physical, verbal, virtual, or otherwise), including but not limited to: discrimination based on race, color, national origin, sex, gender, sexuality, age, ability, political affiliation, or religious views. IGNITE will not tolerate bullying, intimidation or retaliation of any kind. Any such behavior is grounds for immediate dismissal from IGNITE.

**You agree to:**

- a. Interact with people in a courteous, civil, dignified, and fair way. That means showing and maintaining a professional level of courtesy and respect in all matters

- related to IGNITE, including (but not limited to) events, gatherings, meetings, assignments, projects, or any other IGNITE-related interactions.
- b. Exercise care in all statements, written or oral, to separate the expression of your personal opinion or belief as distinct from IGNITE-approved messages or communications.
  - c. Report inappropriate behavior or comments that are discriminatory, harassing, abusive, offensive or unwelcome.

**You agree NOT to:**

- d. Discriminate against or otherwise harass any other IGNITE volunteer or IGNITE staff member on the basis of race, gender, age, disability, religion, sexual preference or orientation. This includes using language or acting in a manner that is considered racist, homophobic, transphobic or biphobic.
- e. Use abusive language.
- f. Harass (including verbally, physically or visually) any other staff member, volunteer, or participant.
- g. Threaten or act violently, including any form of sexual assault, toward any individual or group.
- h. Endanger the life, safety, health or well-being of others.
- i. Bully or take unfair advantage of any organizer, staff member, or volunteer.
- j. Retaliate against anyone who raises a concern or makes a complaint (about abuse, harassment, discrimination, fraud, waste, policy violations, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by IGNITE, its Board members, staff, volunteers, or participants).
- k. Disclose any private or non-public IGNITE information to anyone not authorized to receive it, or use private or non-public IGNITE information to IGNITE's disadvantage, without authorization by IGNITE's Board of Directors.
- l. Use (or allow others to use) IGNITE's name, logo, endorsement, services or property for your personal benefit.
- m. Publicly use your IGNITE affiliation to promote your personal views on political or religious matters, or positions on any issue.

**3. UNACCEPTABLE BEHAVIOR**

- a. Behavior that is not considerate, respectful, and collaborative to other members of staff and/or participants.
- b. Behaviors or interactions that do not maintain safe or comfortable physical and/or emotional boundaries of any involved party.

- c. Conduct that is deemed disruptive of scheduled events or activities including, but not limited to: tardiness, absence from mandatory activities, loud talking during activities, excessive use of cell phones during scheduled activities, etc.
- d. Wearing clothing that includes offensive language and or graphic content.
- e. Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner. Firearms and weapons are strictly prohibited at any IGNITE-sponsored event, regardless of that state's regulations.
- f. Possessing any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol. Please drink responsibly.
- g. Engaging in adult activities with persons under the legal age for that activity.
- h. Possessing any illegal substances or illegal drugs. IGNITE does not tolerate the use or abuse of illegal substances at any IGNITE-sponsored event.
- i. Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behavior.

#### **4. COMPLAINTS**

If you believe that you have been subjected to any conduct in violation of these rules or you observe a member of IGNITE or a volunteer violating this Code, please report the incident(s) immediately by emailing IGNITE's Director of Operations at [elizabeth@ignitenational.org](mailto:elizabeth@ignitenational.org). All complaints will be handled sensitively and with as much confidentiality as possible.

**IF YOU VIOLATE ANY PROVISION OF THIS CODE OF CONDUCT, YOU MAY BE REPRIMANDED, REMOVED AND/OR EXPELLED FROM ANY IGNITE-RELATED PROGRAMS/EVENTS OR YOU MAY BE TERMINATED AS AN EMPLOYEE OF IGNITE.**

**ACKNOWLEDGEMENT OF YOUR COMMITMENT TO THE  
CODE OF CONDUCT**

I \_\_\_\_\_ have read and I understand the IGNITE Code of Conduct. I agree to abide by the rules described above, and any applicable laws or regulations, at all times. I understand that I may be reprimanded, removed or expelled from any IGNITE-related program or event, asked to leave the organization or have my employment terminated if I violate this Code.

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_