**Romance Writers of New Jersey**

**Code of Conduct**

**Exhibit A of By-Laws**

**Approved January 15, 2022**

1. General Principles.
   1. This Code of Conduct serves as a code of professional conduct for NJRW members. It requires members to exhibit integrity, honesty, and other good professional practices, thereby enhancing the romance writing profession. Organization members must abide by the Code of Ethics and are subject to its provisions.
   2. For the purposes of this Code of Conduct, “Organization Functions” shall include, but not limited to, meetings, events, conferences and participation on forums.
   3. In order to promote respect and professionalism among members, the Board of Directors has adopted this Organization Code of Conduct and requires its members and attendees to comply with this Code of Conduct at Organization Functions.
2. Inclusivity.
   1. In order to create a safe and respectful environment, invidious discrimination is prohibited at Organization Functions.
   2. NJRW shall adopt a non-discrimination policy with regard to Organization Functions, whereby no member, speaker or participant shall be discriminated against based on race, color, ethnicity, national origin, age, gender, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, or religion.
3. Inappropriate Behavior.
   1. In order to create a safe and respectful environment, harassment is prohibited at Organization Functions.
   2. Types of conduct that NJRW considers inappropriate includes, but is not limited to:
      1. Harassment, which is defined for the purposes of this policy to include: (i) offensive comments related to race, color, ethnicity, national origin, age, gender, gender identity, gender expression, sexual orientation, disability, physical appearance, body size, or religion; (ii) inappropriate physical contact; and (iii) unwelcome sexual attention;
      2. Deliberate intimidation, inappropriate photography or recording;
      3. Sustained disruption of talks or other events; and
      4. Public broadcasting of others' private or sensitive information without explicit consent.
   3. Personal disagreements and differences of opinion, even if strongly worded, will not be considered inappropriate conduct under this policy.
4. Conduct at Organization Functions.
   1. NJRW members and attendees shall address each other and treat participants, sponsors, exhibitors and speakers with respect at all times.
   2. Members and attendees must recognize that whenever competitors within an industry gather, appropriate care must be exercised to ensure that violations of anti-trust laws do not occur.
   3. Members and attendees will not make inaccurate or misleading representations or disparaging statements about fellow members, competitors or attendees which are intentionally misleading or inaccurate.
   4. Members and attendees should avoid any real or apparent conflicts of interest in performing their duties and obligations, and to promptly disclose any such conflicts to the Board of Directors.
   5. Members and attendees shall meet all financial obligations of participation in any Organization function. In order to participate in any Organization event at the member price, members must keep their membership active and renewed.
5. Compliance.

5.1. Any issue arising between members or attendees at Organization Functions should be reported to the Board of Directors in writing and shall be handled, in Executive Session, as follows:

* + 1. If the issue involves another member or participant from a Organization Function, that member or participant will receive a copy of the written complaint and have an opportunity to provide a written defense in a timely manner. Both sides will have an opportunity to review any and all evidence provided in support of the other side’s claims and defenses. Neither the complaint nor any evidence may be provided anonymously.
    2. After receipt of all evidence, the Board of Directors, by the affirmative vote of two-thirds (2/3) of the entire voting membership of the Board of Directors, may issue a warning or reprimand to the member or prohibit the non-member participant from attending other Organization Functions.
    3. The Board of Directors, by the affirmative vote of two-thirds (2/3) of the entire voting membership of the Organization Board of Directors, may vote to terminate or suspend a member’s membership.
    4. Non-NJRW Members who are found to be in violation of the Code of Conduct may be barred from attending future events and from future membership in NJRW.
  1. Additional consequences specific to harassment during Organization Functions.
     1. Anyone asked to stop harassment at Organization Functions is expected to comply immediately.
     2. Any member of the Board of Directors may take any action they deem appropriate and necessary during an Organization meeting, conference or event to ensure the safety of attendees, including warning the offender or expelling the offender without a refund.