

Number:	1.6	Subject:	CODE OF CONDUCT FOR CASTA EVENTS
Effective Date:		February 1, 2024	
Revised Date:			

I. PURPOSE

CASTA is committed to fostering a welcoming environment that is safe, collaborative, and productive for supporting dialogue and discovery for all attendees at CASTA-sponsored events and values the participation of all attendees in its events. CASTA expects that all attendees, members, media, speakers, organizers, staff, and exhibitors associated with any official CASTA-sponsored event will adhere to this Code of Conduct and the following principles:

- Respect the rules for public behavior, personal interaction, courtesy, and private property.
- Be considerate and respectful of differing perspectives during the event.
- Respect the rules and policies of CASTA, the event venue, and hotels.

All participants are expected to treat others with respect and consideration, follow venue rules, and alert staff or security of any dangerous situations, violations of this Code of Conduct, or of anyone in distress. All who register to participate, attend, speak at, or exhibit at a CASTA event agree to comply with this Code of Conduct.

II. COMPLIANCE

This operating procedure applies to all attendees, volunteers, guests, speakers, and exhibitors at CASTA events and they agree to comply with this policy. This policy applies to CASTA members and staff as well as CASTA leadership.

III. DEFINITIONS

- CASTA - Colorado Association of Transit Agencies
- Events - Events are defined as all CASTA venues including Meetings and Conferences, Live Webinars, the EXPO, and other in-person and virtual meetings of CASTA members and volunteers organized, sponsored, or hosted by CASTA, including CASTA's online presence, such as social media pages and CASTA meeting hashtags. In connection with events that are marketed to registered CASTA attendees, but not specifically sponsored by CASTA, are also subject to this policy and event organizers can be sanctioned for failure to comply with this policy.
- CASTA Leadership - CASTA Leadership is defined as the Executive Director, CASTA Officers, Board of Directors, and Committee chairs.

IV. PROCEDURE

A. Responsibilities

1. CASTA Conference Attendees, Speakers, Volunteers, Guests, and Exhibitors should:
 - a) Act with integrity and in an ethical and professional manner in their interactions with each other, members of the public, CASTA members and staff; and
 - b) Report violations of this policy promptly to CASTA leadership, CASTA's hotline (1-877-767-7781) or web portal (<http://www.intouchwebsite.com/CASTA>). For more information please review CASTA's Operating Procedure 1.5 Ethical Conduct
2. CASTA members and staff should:
 - a) Maintain high ethical and moral behavior at CASTA conferences so that their behavior reflects positively on CASTA;
 - b) Report violations of this policy to CASTA leadership; and
 - c) Encourage others who witness or experience violations to report such conduct to CASTA leadership or anonymously to CASTA's hotline (1-877-767-7781) or web portal (<http://www.intouchwebsite.com/CASTA>).
3. CASTA Leadership should:
 - a) Serve as a role model for professional and ethical behavior at CASTA conferences;
 - b) Promote and foster fairness and justice in the treatment of conference attendees, members, speakers, volunteers, guests, and exhibitors;
 - c) Ensure that appropriate steps are taken immediately to stop offending conduct; and
 - d) Encourage others who witness or experience violations to report such conduct to CASTA leadership or anonymously to CASTA's hotline (1-877-767-7781) or web portal (<http://www.intouchwebsite.com/CASTA>).
4. CASTA provides a safe, hospitable, and productive environment for everyone attending CASTA events, regardless of ethnicity, religion, disability, physical appearance, gender, or sexual orientation. It is important to remember that a community where people feel uncomfortable or threatened is neither healthy nor productive. CASTA also prohibits any form of harassment, sexual or otherwise. Anyone subject to this policy who is asked to

stop any harassing and/or abusive behavior is expected to comply immediately. If you feel physically unsafe or believe a crime has been committed, you should report it to onsite security or to the police immediately. CASTA may also involve venue security and/or local law enforcement, as appropriate based on the specific circumstances. CASTA staff are available to document allegations for future assessment and to assist in reporting.

B. Prohibited Behavior

Unacceptable and prohibited behaviors include:

1. Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by anyone subject to this policy at or in relation to the live or virtual event and related event activities sponsored by CASTA;
2. Harassing behavior such as: using offensive verbal comments related to gender, sexual orientation, race, religion, national origin, gender identity, or disability;
3. inappropriate use of nudity and/or sexual images at CASTA-sponsored spaces or in presentation slides;
4. deliberate intimidation, virtual or in-person stalking or unwelcome following including on social media;
5. harassing photography, recording or social media posts;
6. yelling at or threatening speakers;
7. sustained disruption of talks or other events; unwelcome physical or verbal contact or sexual attention; and/or
8. verbal or physical abuse, intimidation, threats, efforts to annoy others, which in any way creates a disturbance that is disruptive or dangerous or creates reasonable apprehension in a person.

C. Networking Events

As at any conference or other professional event, conference attendees often combine professional activities with social interaction with other attendees, staff, and others. While CASTA encourages such networking and strengthening of connections between attendees, CASTA reserves the right to remove or block any person subject to this policy whose social attentions become unwelcome to another (whether in-person or online) and who persists in such attentions after their unwelcome nature has been communicated. CASTA also reserves the right to remove or block any person who is subject to this policy who appears inebriated and who engages in conduct that interferes with the ability of other attendees to participate in and enjoy the live or virtual event. Behavior that is violent, offensive, or harassing in nature at events or

hotel spaces that CASTA has not sponsored, could result in CASTA banning the covered party from attending all or part of the CASTA sponsored event or conference. CASTA may also report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct and/or to the employer of the offender if the individual's participation in the event is connected to the individual's employment.

D. To report a violation to CASTA:

1. CASTA encourages prompt reporting of violations so immediate action can be taken to address the concern. Complaints may also be raised after the event has concluded, according to the following procedures:
 - a) You may make a report in-person to any CASTA staff member or CASTA Leadership.
 - b) At any time, you can also make a report through CASTA's hotline (1-877-767-7781) or web portal (<http://www.intouchwebsite.com/CASTA>), which will collect and promptly relay information in a secure and sensitive manner. Policies and procedures for CASTA's management of allegations are described below.
2. Event attendees and participants are expected to cooperate with any CASTA investigation into reports of a violation of this policy by providing information requested by CASTA that is relevant to CASTA's investigation.
3. Reports may not be submitted anonymously unless they include specific factual allegations that permit an adequate investigation. Depending on the nature of the complaint, complete confidentiality cannot be guaranteed, but all complaints will be handled with discretion and with the aim of preserving confidentiality to the extent compatible with conducting an appropriate investigation.

E. Procedures After an Incident is Reported

1. Once an allegation is received, the incident will be reviewed promptly and confidentially by the CASTA Board President (CASTA Leader) and CASTA Executive Director, depending in part on the position of the alleged offender in connection with CASTA.
2. In the event of an allegation, CASTA's Board President, in their discretion, shall also establish a Code of Conduct Committee and appoint members to serve in the committee who will review and consider reports of violations and will consider the allegations.
3. Members of the Code of Conduct Committee should include
 - a) The CASTA Board of Directors Vice President,

- b) One (1) Officer of the CASTA Board of Directors other than the CASTA Board President,
 - c) One (1) Member-at-large of the CASTA Board of Directors, and
 - d) The CASTA Executive Director.
 - e) If any of the above individuals were to be named in an allegation, they would be excluded from seeing the information, and anyone named to the Committee must disclose any conflicts of interest and recuse from consideration of any allegation in which the Committee member has a disqualifying conflict of interest or the appearance of a conflict of interest.
 - f) The CASTA Board President shall serve as the Reviewer of the committee's finding and recommended sanctions.
 - g) If the Vice President is named in the allegation or is required to serve in the president's capacity for any reason, another officer other than the President of the Board may serve in their place.
4. The complainant will be interviewed either in person or by telephone for support and, if needed, to provide initial assistance.
 5. The complainant will be asked to provide their views on what they would like to happen. Based on the sole assessment of the CASTA Leader or Code of Conduct Committee may determine a range of next steps.
 6. As an initial matter, the appropriate CASTA leader and/or Code of Conduct Committee will make a determination as to whether the facts alleged violate this Code.
 7. If the allegations on their face would constitute a violation and the complainant requests an investigation and/or sanctions, two CASTA representatives charged with investigating the allegation will raise the complaint with the alleged offender, who will be given a chance to respond.
 8. If facts are not in dispute, action may be recommended by the CASTA leader and/or Code of Conduct Committee based on its assessment of the level of misconduct.
 9. If the severity of the allegation is high, it is a possible repeat offense, or it is determined that the case is beyond CASTA's capacity to assess claims and views on either side, CASTA may refer the case to the alleged offender's employer or a governmental authority or law enforcement and may delay decision under this Code until the further investigation, findings, and decision by that third party authority.

F. Penalties for Violation of this Policy

1. If the appropriate CASTA leader and/or the Code of Conduct Committee determines it is more likely than not that the allegations or events occurred and the conduct violated this Code, CASTA may take measures or impose sanctions against the offender such as:
 - a) Conversation with offender regarding the negative impact of the specific behavior and direction to cease inappropriate behavior;
 - b) Removal from the event, without return of fees paid;
 - c) Verbal warning;
 - d) Written warning;
 - e) Temporary or permanent ban from all or some future CASTA events (in-person and/or virtual);
 - f) Suspended or expelled from CASTA (depending on membership type) without return of any membership dues paid;
 - g) Removal from any volunteer leadership or committee role at CASTA; and/or
 - h) Depending on the severity of the conduct, reporting the Code of Conduct Committee findings to the offender's employer or law enforcement for their investigation and recommended decision.
2. The Code of Conduct Committee shall report its findings to the CASTA President (Reviewer) before imposing or recommending any sanction to a covered party. The CASTA President may ask the Code of Conduct Committee to adjust/enhance or otherwise reconsider its penalty determination.
3. Any sanction of a ban from future CASTA events or suspension or expulsion from membership may either be accepted by the offender or appealed to the CASTA Board of Directors by a written notice of appeal and the grounds thereof, submitted within 30 calendar days of the date of the notice of sanction, in which case the sanction shall be deemed a recommendation of the Committee.
4. To the extent that the nature of the sanction and the offender's position or relationship to CASTA creates substantive or procedural rights under CASTA's Bylaws, other CASTA policies, or applicable law, the Board of Directors decision will be taken in accordance with those policies and governing authorities.
5. The Board of Directors may accept, modify, or reject the Committee's recommended sanction.

G. Retaliation Not Tolerated

Persons covered by this policy must not engage in retaliation of any kind against any individual who, in good faith, reports or participates in the investigation of an alleged violation of this policy. Retaliation of that nature is itself a violation of this Code of Conduct.

V. REVIEW DATE

This Operating Procedure shall be reviewed annually and re-written no later than three years after the effective date.

Executive Director

Date