

## **Yucaipa Equestrian Arena Committee and Yucaipa Rodeo Code of Conduct & Ethics**

*Applies to all representatives – including committee members past and present, advisors, and guests at meetings -even if you leave the YEAC and/or Yucaipa Rodeo.*

1. **Safety:** *We prioritize the safety and well-being of all members. We do not engage in any behavior that could put ourselves or others at risk.*
2. **Confidentiality:** *We respect the confidentiality of all information stored and/or shared, for or within, the YEAC/Yucaipa Rodeo, and we do not share any confidential information with unauthorized individuals. Information considered confidential and private and “owned by YEAC and/or Yucaipa Rodeo” includes all data and sensitive information that is not available to the public, and in the wrong hands, could cause direct or indirect harm, hardship, or loss (financial and otherwise) to the YEAC or Yucaipa Rodeo or any of it's representatives in good standing. This includes all private information stored or shared in any way possible for example in messages on your phone; emails, documents and designs on personal computers; printed and digitally stored material; contacts and resources stored in your brain; account info; operations, activities, policies, and procedures; meeting discussions and conversations; sponsors, vendors, volunteers, and contractors; and City of Yucaipa information, etc.*
3. **Respect:** *We value diversity and respect the opinions and beliefs of all members. We do not tolerate discrimination, harassment, or bullying of any kind. We prohibit swearing or using offensive language directed at others. We respect our fellow committee members and do not belittle them to their face or behind their back.*
4. **Honesty:** *We are truthful and transparent in our communications and dealings with others. We do not engage in any form of deception, fraud, dishonesty, or theft.*
5. **Responsibility:** *We hold ourselves accountable for our actions and decisions. We do not shift blame or make excuses for our mistakes. We take responsibility for the impact of our actions on others and the environment. We do not engage in any behavior that could harm the well-being of others, the YEAC, or anything that relates to the Yucaipa Equestrian Center.*
6. **Integrity/Professionalism:** *We always conduct ourselves in a professional manner. We do not engage in any behavior that could harm the reputation of our organization. We act with integrity and uphold high ethical standards in all our interactions. We do not compromise our values for personal gain or profit.*
7. **Discrimination:** *We treat everyone with fairness. We do not discriminate based on factors such as race, gender, religion, or sexual orientation.*
8. **Collaboration:** *We work collaboratively with others to achieve our goals. We do not engage in any behavior that could undermine the efforts of our team.*
9. **Continuous Improvement:** *We are committed to continuous learning and improvement. We strive to enhance our skills, knowledge, and abilities to better serve our organization and community.*

### **\*RULES FOR INSTALLING CODE OF CONDUCT AND ENFORCING PENALTIES FOR CODE OF CONDUCT VIOLATIONS**

1. Clearly communicate code of conduct with a copy, then sign a copy.
2. Verbally advise expected behavior and potential penalties for violating it.
3. When a violation occurs → investigate - gather & document evidence before action is taken. This should be done promptly not to exceed 72 hours.
4. Transparency – communicate the action taken to other committee members.
5. Enforcement - President and/or Vice President plus 1 or 2 other YEAC members (minimum of three people) will deliver the message of penalty.
6. Penalties will be as follows:
  - 1<sup>st</sup> violation - Verbal/written warning
  - 2<sup>nd</sup> violation – RemovalWe reserve the right to escalate action taken up to “removal” as deemed necessary DEPENDING ON SEVERITY of violation.

**I HAVE READ AND UNDERSTAND THE ABOVE CODE OF CONDUCT AND THE ACTIONS THAT WILL BE TAKEN IF I VIOLATE SAID CODE.**

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NAME PRINT

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NAME SIGNATURE

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DATE