



PARTICIPANT CODE OF CONDUCT

The Wyoming County Business Center, Inc. seeks to provide a safe, inclusive and positive learning environment. It is the policy of the Wyoming County Business Center, Inc. to afford equal opportunities to all participants for programs on the basis of individual qualifications, without regard to race, color, religion, gender, age, national origin, physical or mental disabilities unrelated to participant requirements.

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 Wyoming County Business Center, Inc. The Wyoming County Business Center, Inc. reserves the right to ban any participant at any time that they feel does not comply with the Participant Code of Conduct.

Application

1. The Code of Conduct applies to any participant engaged in any training program or consultancy service delivered by the Wyoming County Business Center, Inc, or any related activity facilitated by the Wyoming County Business Center, Inc.
2. Wyoming County Business Center, Inc. activities are those delivered by the Wyoming County Business Center, Inc, including but not limited to:
 - (a) Training courses, workshops, and meetings facilitated by the Wyoming County Business Center, Inc. whether delivered face-to-face, online or via electronic communication; and
 - (b) Graduations, networking activities, social events and any other gathering of training 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.

Obligations of Participants

4. The Code of Conduct is made available to all participants, including via the Wyoming County Business Center, Inc. website. Hard copies are available by request.
5. It is the responsibility of every participant to be aware of, familiar with, to understand and to abide by this Code.
6. Participants are encouraged to read and become familiar with the Code at activity commencement via the application and registration forms, and before attendance to sessions.
7. The Wyoming County Business Center, Inc. expects all participants to observe the standards set out in this Code, and non-compliance may result in disciplinary action including expulsion from training courses or activities.

8. 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.
9. If a participant believes that a breach of the Code has occurred, they are encouraged to take appropriate action by contacting the president of the Wyoming County Business Center, Inc.

Code of Conduct

10. This Code of Conduct provides an overview of the Wyoming County Business Center, Inc.'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.
11. All participants are expected to conduct themselves in a professional and courteous manner and observe the following standards:
 - a) Show courtesy, consideration and respect for each other.
 - b) Adhere to and promote values of democracy, equality, fairness, human rights and inclusivity.
 - c) Promote the principles of social justice by opposing prejudice, injustice and dishonesty.
 - d) Promote dignity and respect for others by avoiding behavior which is, or might reasonably be perceived as, harassing, bullying or intimidating.
 - e) Maintain and develop professional relationships with other training participants, training staff and any guests or visitors.
 - f) Work collaboratively, and within the spirit of the Wyoming County Business Center, Inc. programs, when dealing with other participants, staff and guests.
 - g) Accommodate and tolerate different opinions and perspectives, and sort out disagreements by rational and respectful discussion, and without criticism.
 - h) Avoid using obscene, abusive or offensive language.
 - i) Show respect for diversity and not abuse, vilify or belittle any other person.
 - j) Follow any reasonable instruction and comply with any lawful direction given by a staff member of the Wyoming County Business Center, Inc.
 - k) Respect the right of all participants to engage in work and learning without disruptive interruption.
 - l) 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.
 - m) Attend and fully participate in every activity unless an emergency arises.
 - n) Observe punctuality for all activities and notify a staff member of the Wyoming County Business Center, Inc. if the participant cannot attend or will be tardy.
 - o) Adhere to any class Group Agreements.