



Cheyenne Kiwanis Club – Code of Conduct

Cheyenne Kiwanis Club members should conduct themselves in a professional manner befitting their volunteer service and reflecting positively on Cheyenne Kiwanis Club. Disrespectful conduct, violation of rules, policies or procedures, inappropriate and/or unauthorized use of Cheyenne Kiwanis Club equipment, any unethical or immoral conduct, and any other conduct that reflects negatively on the Cheyenne Kiwanis Club or Kiwanis International is prohibited.

Promoting a Safe and Efficient Workplace

The Cheyenne Kiwanis Club is committed to providing a volunteer experience that is free from discrimination and harassment because of race or national origin, religion, age, sex, or disability. Sexual and all other harassment is prohibited. The Cheyenne Kiwanis Club supports an inclusive and respectful environment, and all volunteers are expected to conduct themselves in a professional and businesslike manner. Members of the Club must not engage in intimidation, threats, hostile behaviors, physical abuse, vandalism, or other inappropriate actions while on Club property or while acting as a representative of Club. This prohibited behavior includes but is not limited to verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's volunteer performance or creating an intimidating, hostile, or offensive work environment, and it includes unwelcome conduct based on age, race, gender, color, religion, and other protected classes.

Harassment or discrimination can take many forms including verbal conduct like jokes, innuendos, or slurs; visual or physical conduct such as the display of pictures, gestures, unwanted touching, or horseplay; or other negative actions based on race, national origin, religion, age, sex, or disability. Harassment and discrimination are contrary to the philosophy of the Cheyenne Kiwanis Club and Kiwanis International and will not be tolerated. The Cheyenne Kiwanis Club will comply with all applicable Wyoming and federal law regarding discrimination and harassment. The definitions of any such actions will reference the Kiwanis International policy regarding 'Conduct Unbecoming' Kiwanis Club Members – Policy B.11. Discrimination or harassment will be within the sole discretion of the Executive Committee of the Cheyenne Kiwanis Club Board of Directors, in consultation with legal counsel if and when appropriate, and in compliance with Kiwanis International and applicable law.

Reporting and Complaint Procedure

Club members should promptly report any incidents of discrimination, harassment, or retaliation they observe or experience. Any concerns, questions, or knowledge of alleged harassment or discrimination should be reported. The Club President serves as the main contact for questions, concerns, or complaints about harassment or discrimination. If the complaint involves the Club President, the immediate Past President will serve as the main contact.

Discipline for Violation of Harassment Policy

Volunteers who the Cheyenne Kiwanis Club determine, in its sole discretion, have subjected another person at or associated with the Cheyenne Kiwanis Club to conduct prohibited by this policy, whether or not such behavior meets the legal definition of discrimination or harassment, or a volunteer who has retaliated against another for reporting possible discrimination or harassment, may be subject to discipline or other appropriate action. Discipline may include but is not limited to a verbal reprimand, a letter of reprimand, suspension, or termination of the individual's membership in the Cheyenne Kiwanis Club. Refer to Cheyenne Kiwanis Club Bylaws Article 7.

Kiwanis International Policies and Procedures

[Policies and Procedures](#)

Policy B 11-14