

# **Kavod on the Road Code of Conduct**

Kavod on the Road (KOTR) has established the following Code of Conduct to provide the highest level of safety and enjoyment possible for participants, presenters and partners. These policies apply to any KOTR activity, including programs, trips, conferences or other events.

## **Program Management:**

### **KOTR maintains the right to:**

- Charge a fee for programs and trips. Participants are required to pay this fee by pre-registering or paying upon arrival.
  - ▶ Attendees are limited to one (1) caregiver companion at regular programs, should they need one. Caregivers do not need to pay to attend regular programs.
  - ▶ For attendees who have a caregiver regularly, that caregiver must accompany the participant on any trip and pay the trip fee.
  - ▶ Caregivers are required to follow all policies and procedures
- Limit or close program registrations as deemed necessary due to room size limits, staffing limitations or host site requests.
- Request participant information including name, phone number and email address. KOTR will not use this information for any purpose except internal tracking and will not share or sell data.

KOTR will follow additional requirements of its host site and will ask participants to do the same, which may involve items such as a security check in, dietary rule observances, parking designations and/or other protocols.

## **Participant Expectations:**

### **KOTR maintains the right to:**

- Seat late arrivals (15 minutes or less) in the back of the room.
- Dismiss individuals arriving after 15 minutes from entering or participating in the activity, program or trip.
- Dismiss any participant who is disruptive to a program in session by 1) talking during the content, 2) making unnecessary noise, or 3) engaging in other actions that distract from the program from being delivered as intended.
- Ban participants 1) for a temporary period as deemed appropriate for the behaviors or 2) permanently those who disregard these policies and procedures.
- Dismiss a participant from a program for inappropriate behaviors involving disrespect of volunteers or staff members, such as arguing, yelling, cursing, dishonoring outlined policies, and similar actions. KOTR may also enact the aforementioned ban (temporary or permanent) should these behaviors continue for two or more instances.
- Dismiss a participant who has been banned from its host site, in accordance to its partner agreement with each organization or agency.

**Decisions regarding KOTR will be enacted by the Outreach Coordinator with approval from the department Director.**