

THE PIPELINERS ASSOCIATION OF HOUSTON

Expected Personal Conduct Policy

Policy:

The Pipeliners Association of Houston (“PAH”) is committed to providing an environment conducive to learning, networking, entertainment, and collaboration free of harassment, threats, belittling, excessive intoxication, or any other improper conduct (collectively, “Improper Personal Conduct”) that threatens or could tend to threaten the physical or mental well-being or status of any PAH member, guest, contractor, or service provider (collectively, “Attendees”). PAH expects all who attend PAH events and meetings (whether members, guests, volunteers, service providers, vendors, or any others) to conduct themselves professionally and collegially and will not tolerate Improper Personal Conduct. Documented or observed Improper Personal Conduct may subject the offending person to warnings, exclusion from PAH events and meetings, or expulsion from the PAH.

Purpose of the Policy

To promote a positive and professional environment for all Attendees; to provide an environment that is free from any type of harassment, threats or other forms of Improper Personal Conduct; and to ensure compliance with accepted norms of professional, collegial, and productive decorum.

Definition of Improper Personal Conduct

Conduct that violates this Policy includes, but is not limited to:

- a. Verbal, physical and visual conduct directed toward or that concerns an Attendee and that is harassing (including, but not limited to, that which is based on an Attendee’s sex, race, color, national origin, religion, age, disability, or any other immutable characteristic), that creates an intimidating, offensive, or hostile environment, or that unreasonably interferes with an Attendee’s enjoyment of PAH events, meetings, or membership within PAH.
- b. The consumption of excessive amounts of alcohol at any PAH event or meeting. Whether the amount consumed is deemed to be excessive in violation of this Policy shall be determined by the officers of PAH or their designee(s).
- c. Consumption of any alcohol or being under the influence of any alcohol or controlled substance while at the PAH Sporting Clay Shoot event **AND** in control or possession of a loaded firearm. All who attend the PAH Sporting Clay Shoot shall further abide by all course rules prohibiting alcohol on the shooting course at all times.
- d. Retaliation for having reported or threatened to report proscribed Improper Personal Conduct under this Policy.

Procedures:

- a. This Policy initially shall be provided by email to all current PAH members contained on the PAH member rolls and database. PAH members are responsible for ensuring their guests are aware of this Policy.
- b. This Policy will be provided to all new members when notified that their member application has been approved.
- c. This Policy will be provided to all PAH members on an annual basis when they renew their membership and will be provided to all persons who attend, volunteer, or provide services at the PAH Fishing Tournament, the PAH Golf Tournament, and PAH Sporting Clay Shoot at the time of registration and/or when they arrive at the particular event.
- d. All incidents of Improper Personal Conduct should be promptly addressed and, if they are unable to be resolved without formal action, must be reported to an officer or board member of the PAH, or to another PAH official with whom the Attendee or other witness to the Improper Personal Conduct feels comfortable addressing such an issue.
- e. Once made, every complaint of Improper Personal Conduct will be investigated by the PAH officers, board members, or their designee(s). In addition, PAH will not tolerate retaliation against any person for making in good faith a complaint of Improper Personal Conduct.
- f. Once a complaint of Improper Personal Conduct has been made, if the observable information available tends to substantiate the claimed conduct, the offending party may be excused by PAH from any then-occurring PAH event.
- g. Discipline for Improper Personal Conduct
 - If the validity of a complaint of Improper Personal Conduct is confirmed, an offending party who is a member of PAH may be subject to a warning for such conduct, temporary suspension from PAH events and meetings, or to expulsion from PAH, depending on the severity of the conduct at issue.
 - If the offending party is not a member of PAH, but rather is a guest, vendor, volunteer, service provider, or other, such person may be subject to a warning for such conduct or may be barred from attending or providing services at any PAH events or meetings for a specified period, up to and including all future events, depending on the severity of the conduct.

- The decision concerning the level of discipline to be issued to the offending party, if any, shall be made by the officers or board of PAH, a committee established to evaluate and make recommendations to the officers or board of PAH, or other designee(s) appointed by the officers or board of PAH. The decision of the PAH officers or board shall be final and not appealable.