



## **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.



## **PHOTO, VIDEO AND AUDIO CONSENT AND RELEASE**

Occasionally, photographs, videos, direct quotes, and/or audio clips may be taken of participants and guests attending the Wyoming County Business Center, Inc. events or participating in Wyoming County Business Center, Inc. sponsored programs and activities. The Photo, Video and Audio Consent and Release applies to any participant engaged in any training program, event, or consultancy service delivered by the Wyoming County Business Center, Inc. or any related activity facilitated by the Wyoming County Business Center, Inc. As a participant you consent to be photographed and/or videotaped on behalf of the Ewing Marion Kauffman Foundation and/or the Wyoming County Business Center, Inc.

By submitting your registration and/or application, you consent and give permission to allow the Ewing Marion Kauffman Foundation and/or the Wyoming County Business Center, Inc. the unlimited rights with regards to use photos, videos, direct quotes, and/or audio clips of programs and events that you are participating in and for any purposes consistent with its mission, including but not limited to the right to post on social media, sublicense, transcribe, copy, display, distribute, and include the content in other materials.

## Privacy Policy

### **Types of Information We Collect:**

The information we gather is either information (for example, your name and address) that you voluntarily supply when you register or initiate transactions, or information gathered on usage patterns and preferences as visitors navigate the web site, use our services such as e-mail, or read our e-mail newsletters.

### **Cookies:**

To help make our web site more responsive to the needs of our visitors, we use a standard feature of browser software, called a "cookie", to assign each visitor an unique, random number that resides on your computer. The cookie does not identify the visitor, just the computer that a visitor uses to access our site. Unless you voluntarily identify yourself, we won't know who you are, even if we assign a cookie to your computer as the only personal information a cookie can contain is information you supply. A cookie cannot read unrelated data off your computer. We use cookies to help us deliver a better, more personalized service. For example, we use cookies to track the pages and services on our web site visited by our users. We can build a better web site if we know which pages and features our users are visiting and how often.

### **Browser Level Information and IP Addresses:**

Our web server automatically collects limited information about your computer configuration when you visit our web site, including the type of browser you use, the operating system you are running, the resolution of your computer monitor, the web site that referred you, and your IP address. Your IP address is a number that is used by computers connected to the Internet to identify your computer so that data such as the web pages you want to view can be transmitted to you. We use IP address information for systems administration and trouble-shooting purposes.

### **Other Disclosures:**

We may occasionally release information about our visitors when release is appropriate to comply with law, to protect the rights, property or safety of visitors to our sites, the public, our customers, or our government and its employees, agents, partners and affiliates.

Please keep in mind that our communities are public spaces, so don't post anything that you don't want the world to see. Credit card numbers, product keys, and other confidential information, including anything covered under a non-disclosure agreement (NDA), should not be posted to any blogs, discussions, or other public areas.

## Terms and Conditions

### **General:**

The purpose of our interactive modules is to obtain suggestions, ideas, and feedback to benefit our community. Please avoid personal attacks, slurs, and profanity in your interactions. Please make sure that your postings are relevant to the subject at hand. It is normal and expected for some topics to drift from the stated subject. However, to ensure maximum benefit for all of our users, we encourage you to keep your postings as close to the subject as possible. Impersonating a government employee or another user is not allowed. We do not allow behavior or content related to illegal activities. Do not post or promote any materials that could SPAM, harm, or disrupt another user's computer.

You may not link to any sites that violate the terms and conditions above. We reserve the right

to ban any participant at any time that we feel does not comply with an appropriate code of conduct.

**Disclaimers:**

The sites are provided on an 'as is' basis without any warranties of any kind, express or implied. This site, to the fullest extent permitted by law, disclaims all warranties, including, but not limited to, the warranties of merchantability, title, non-infringement of third parties' rights, and fitness for particular purpose. This site makes no warranties about the accuracy, reliability, completeness, or timeliness of the sites. Without limitation on the foregoing:

1. This site does not warrant that the sites will operate error-free or that the sites and their servers are free of computer viruses or other harmful mechanisms. If your use of the sites results directly or indirectly in the need for servicing or replacing equipment or data, this site is not responsible for those costs.
2. This site makes no representations or guarantees regarding the truthfulness, accuracy, legality, completeness, timeliness or reliability of any documents posted by users, or of any other form of communication engaged in by users. Documents may contain inaccuracies or typographical errors. You agree that any reliance on documents posted by users, or on any other form of communication with users, will be at your own risk.
3. This site makes no representations or guarantees regarding the content of the sites, including, but not limited to, broken links, inaccuracies or typographical errors.
4. This site makes no representations or guarantees regarding the effectiveness of the services or timeliness of the services in meeting your employment objectives. This site does not guarantee that the services will result in candidates being hired, positions being filled or employees being retained, and is not responsible or liable for any business, employment, hiring and/or salary decisions, for whatever reason made, made by you.

**User Authentication:**

Because user authentication on the Internet is difficult, this site cannot and does not confirm that each User is who they claim to be. Because this site does not and cannot be involved in User-to-User dealings or control the behavior of participants on the Sites, in the event that you have a dispute with one or more Users, you release this site from claims, demands and damages (actual and consequential and direct and indirect) of every kind and nature, known and unknown, suspected and unsuspected, disclosed and undisclosed, arising out of or in any way connected with such disputes.