

## **CODE OF CONDUCT FOR THE DAUGHTERS OF PENELOPE**

As members of the Daughters of Penelope, we are committed to upholding the highest standards of respect, integrity, and sisterhood. We are committed to abiding by and respecting our oath, and our constitution and ensuring that our conduct is in the best interest of our Order. In support of this commitment, the following guidelines shall be observed by all members:

### **1. No Harassment or Bullying**

- Members shall treat each other with respect, dignity, and courtesy at all times.
- Harassment or bullying of any kind, including but not limited to physical, verbal, written, or emotional, will not be tolerated.
- This includes unwelcome comments, jokes, or actions that demean or insult a member, as well as spreading rumors, intimidation, and exclusion.

### **2. Zero Tolerance for Verbal or Written Abuse**

- Members shall refrain from using abusive, offensive, or disrespectful language in any form of communication, including in person, on social media, or in written correspondence, including emails.

### **3. Email and Communication Etiquette**

- When communicating via email or any digital platform, members should be polite, concise, and respectful in their messages.
- Members should avoid using all-caps (which can be perceived as shouting), excessive punctuation, or language that could be interpreted as aggressive.
- Constructive feedback should be given thoughtfully and with the intent to support and uplift fellow members.
- Confidentiality must be maintained in all email communications. Sensitive or private information shared among members should not be forwarded or disclosed without permission.
- Harassment, disrespect, bullying is NOT tolerated. If a member receives an email that is offensive, disrespectful, demeaning, and/or derogatory, the complainant can send a formal complaint which will be addressed accordingly.

#### **4. Respect for the Oath, Constitution, and Governing Documents**

- Members are reminded to uphold and respect the oath they have taken, as well as the constitution, bylaws, and any rules outlined in the Book of Procedures.
- All members are expected to familiarize themselves with and adhere to these guiding documents, as they form the foundation of the Daughters of Penelope.
- This includes a commitment to abiding by all policies, procedures, and decisions made following the organization's governing documents, promoting transparency, fairness, and unity.

#### **5. Consequences of Code of Conduct Violations**

- The complaint should be sent to the Daughters of Penelope Grand President and the Executive Director copied. Please be factual with the information.
- Members who are found to have violated this Code of Conduct may face disciplinary actions.
- The decision on disciplinary actions, including potential suspension or exclusion from the Daughters of Penelope, will be approved by the Grand Lodge in consultation with the Grand Counselor.
- This process ensures that all actions are taken fairly, transparently, and by the organization's constitution and bylaws.
- Decisions regarding disciplinary actions will be made under the organization's constitution and bylaws to ensure a fair and impartial process.