

## **1. POLICY**

XYZ Law Offices commitment to providing a work environment that is harassment-free, respectful and safe—both physically and psychologically—extends to all employees regardless of whether they work in XYZ facilities or virtually from a home office or other remote location. It is essential for employees to understand that the XYZ Law Offices Workplace Harassment Policy applies not just on XYZ premises but all locations where employees perform their work duties.

**Workplace harassment will not be tolerated in any form or in any venue.**

## **2. PURPOSE**

The purpose of this Code of Conduct is to establish clear ground rules for behavior for virtual meetings so that all employees understand what is and is not acceptable during such meetings.

## **3. UNACCEPTABLE BEHAVIOUR**

For purposes of this Code, unacceptable behavior includes:

- Harassment, intimidation, or discrimination in any form;
- Inappropriate comments, chat messages or verbal or other forms of abuse of any attendee, guest or other person, including but not limited to comments related to gender, sexual orientation, gender identity, disability, physical appearance, body size, race, religion, national origin, political belief or source of income;
- Yelling at, threatening or personally insulting any attendees, guests or other persons, whether verbally or physically;
- Inappropriate use of nudity and/or sexual images in public spaces or presentations;
- Stalking or directing unwanted sexual attention to any attendee, guest or other person; and
- Improper disruptions or outbursts.

## **4. OTHER RULES OF CONDUCT**

During virtual meetings, all employees will be expected to respect common-sense rules for public behavior, personal interaction, courtesy, and respect for private property, and be considerate and respectful of differing perspectives during the meeting. In addition, employees must comply with the following rules during virtual meetings:

- Attire must meet the requirements for business dress set out in the XYZ Law Offices Dress Code;
- The recording or transmission of any meeting sessions or presentations is strictly prohibited unless the manager in charge or HR department directs or provides advance written consent of such recording or transmission;

- Smoking or vaping are not allowed during virtual meetings; and
- Microphones should be muted except when an employee is speaking.

## **5. REPORTING OF VIOLATIONS**

Employees should immediately report any violations of this Code of Conduct that they experience or witness to [*designated person/office*] using the forms, procedures and protocols for reporting harassment set forth in the XYZ Law Offices Workplace Harassment Policy. All such reports will be investigated following the investigation procedures contained in that Policy and employees will in no way be subjected to reprisal or retaliation for submitting such reports.

## **6. DISCIPLINE**

Employees determined to be in violation of this Code of Conduct will be subject to discipline, up to and including termination, in accordance with the provisions of the XYZ Law Offices Progressive Discipline Policy and any applicable collective bargaining agreements.