



MINUTES for Board Meeting May 15, 2024

Meeting: 05/15/2024 7:30 – 9:30 am Mountain Time

Location: Zoom Meeting
<https://zoom.us/j/8256677745>
Meeting ID: 825 667 7745

ATTENDEES

Presiding Officer:

Korey Hampton – **Chair**

Board Member Attendees:

<input checked="" type="checkbox"/> Rohan Shahani – Vice Chair	<input checked="" type="checkbox"/> Leslie Sohl – Member	<input checked="" type="checkbox"/> Lauren Stover – Member
<input checked="" type="checkbox"/> Michael Smith – Secretary	<input type="checkbox"/> Alicia Bourke - Member	<input checked="" type="checkbox"/> Kennerly de Forest – Member
<input checked="" type="checkbox"/> Erik Marter – Treasurer	<input checked="" type="checkbox"/> Jason Ong – Member	<input checked="" type="checkbox"/> Melissa Webb – Executive Director

Quorum?

Yes No

Guests:

Heather Brooks

John Voegtlin

Brittany Humphrey

Meeting called to order at 7:31 am Mountain Time by Korey Hampton.

Welcome Guests & Housekeeping | (Korey)

Approval of Agenda | 7:30a – 7:35a (Korey)

Motion:	Review and approve the meeting agenda
Made by:	Kennerly
Seconded by:	Rohan
Discussion:	
Vote:	In Favor – all Opposed – none Abstaining – none
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Approval of Minutes from 04/10/2024 Annual General Meeting of the Members | 7:35 – 7:42a (Korey)

Motion: To approve the minutes from the 2024 Annual General Meeting of the Members on April 10, 2024.

Made by: Mike

Seconded by: Leslie

Discussion: Rohan brought to the attention of the Board that minutes of the Annual General Meeting have generally been approved at the next annual meeting. Robert's Rules allows us to approve at next meeting of the Board. This

Vote: In Favor – all
Opposed – none
Abstaining – none

Motion Carries: Yes No

Approval of Minutes from 04/26/2024 Special Meeting of the Board of Directors | 7:35 – 7:42a (Korey)

Motion: To approve the minutes from the Special Meeting of the Board of Directors on April 26, 2024.

Made by: Leslie

Seconded by: Kennerly

Discussion:

Vote: In Favor – All, excluding Lori
Opposed – none
Abstaining – Lori

Motion Carries: Yes No

Approval of Minutes from 04/29/2024 Special Meeting of the Board of Directors | 7:35 – 7:42a (Korey)

Motion: To approve the minutes from the Special Meeting of the Board of Directors on April 28, 2024.

Made by: Kennerly

Seconded by: Jason

Discussion:

Vote: In Favor – All
Opposed – none
Abstaining – none

Motion Carries: Yes No



Volunteer Policy | 7:42 – 8:05a (Korey)

- The draft was reviewed. This helps to pull together other policies, allow groups of volunteers to create their own culture, and allow chairs and groups to enforce compliance. Some of these components have been added to other, newer documents like the Program Workgroup. This is intended to be universal across the association.
- This references other policies, which may also need to be reviewed for consistency and to ensure this policy would not conflict with other policies, including COI/DNA, Tech Use, Membership Policy, etc.
- Board and staff discussed whether this and other policies sufficiently covered the confidentiality of materials volunteers are exposed to when reviewing operations/vendors, and work products created and produced by volunteer groups. Specific groups might need additional language added to their Terms of Reference to account for specific situations.
- Communication Strategies
 - Once approved, we need to send out for volunteers to review and sign
 - Rohan suggested sending this out with a mid-summer goal date that includes a volunteer onboarding package with all of the necessary documents. Korey suggested that we coordinate this with the next quarterly meeting of volunteer group chairs.
- **ACTION ITEM.** Mike will finalize the document and work with John and other staff to create an agreement/form.
- **ACTION ITEM.** Korey will work with Melissa to discuss with volunteer group chairs.
- Approval of the Policy

Motion:	To approve the Volunteer Policy.
Made by:	Mike
Seconded by:	Rohan
Discussion:	Dates were discussed for rollout to volunteers with a date to complete by the end of the year.
Vote:	In Favor – Kennerly, Lori, Mike, Jason, Rohan, Erik, Korey Opposed – None Abstaining – Leslie
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Accreditation Certification Committee Update | 8:05 – 8:12a (Rohan)

- The ACC was unable to reach quorum at recent meeting. The remaining members are completing the necessary work to finalize the transition to the Program Work Group and close down the Accreditation and Certification Committee. The ACC will send the Board the final steps, motions to approve, and recommended letters to send out.
- All remaining panels and task groups will be transitioned to the Program Work Group.
- Rohan and Heather will meet once the documents are received from the ACC. Once everything is in, they will forward to the Board.



Financials and Budget Discussion | 8:12 – 8:35a (Melissa, Korey, and Erik)

- Q3 Financials
 - Financials are in. Q3 reports were previously included in the minutes. They will be posted to the ACCT Website under the Board of Directors.

Motion:	To accept the Q3 Financials Report and the make them available to the Public.
Made by:	Erik
Seconded by:	Leslie
Discussion:	Parking lot for future discussion on how and where financials will be posted and in what detail.
Vote:	In Favor – All Opposed – none Abstaining – none
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- Budget
 - Melissa has worked with our accountant to develop. It is now in the hands of our Finance Committee. Board Members should review the draft and ask questions. We will need to vote to approve at our next monthly meeting.
 - The current budget shows a slight net negative. Numbers have been conservative on income side.
 - Discussion was held to learn what Board Members would like to see. Board Members and ED would like to see a budget that shows the realities of the current state, targets break even or profit, and is conservative in income projections, especially for the conference.
 - A call will be scheduled for Board Members to ask questions after the Finance Committee has reviewed the current draft.
- Membership Rates
 - Conversation to be moved to Slack and to include staff and board members.

Update on the open ANSI Appeal | 8:35 – 8:38a (Rohan)

- We are currently in the scheduling phase of the appeal. Rohan will send out a Doodle Poll to members of the Board of Directors. The appeal is currently scheduled for mid-June. We are waiting for final confirmation from all of the panelists.
- Panelists were sourced from a list provided by the Appellant and from organizations with an independent board, consensus body, and accreditation and certification services.



Closed Session to Discuss Sensitive ASD and Association Matters | 8:38 – 9:30a

Motion: To enter closed session to discuss sensitive ASD and Association matters.

Made by: Erik

Seconded by: Lori

Discussion: John V and Melissa were invited to enter closed session.

Vote: In Favor – All
Opposed – None
Abstaining – None

Motion Carries: Yes No

The Board entered closed session at 8:40 am MT with John V and Melissa.

The Board exited closed session at 10:19 am MT

Record of Motions Moved Virtually

The Board of Directors moved the following motions virtually between meetings. They record the motions here.

Approval of Minutes from 02/21/2024 to 02/24/2024 Face-to-Face Meetings of the Board

Motion: To approve the minutes from the Face-to-Face Board Meetings on February 21 to 24, 2024 at the Annual Conference in Oklahoma City.

Made by: Michael Smith on April 17, 2024

Seconded by: Erik Marter

Discussion:

Vote: In Favor – Kennerly, Leslie, Jason, Erik, Michael, Rohan
Opposed –
Abstaining – Alicia, Lori

Motion Carries: Yes (April 25, 2024) No

Approval of Minutes from 03/06/2024 Special Meeting of the Board

Motion: To approve the minutes from the Special Meeting of the Board of Directors on March 06, 2024.

Made by: Michael Smith on April 17, 2025

Seconded by: Alicia Bourke

Discussion:

Vote: In Favor – Kennerly, Leslie, Jason, Erik, Michael, Alicia, Rohan, Lori
Opposed –
Abstaining –



Motion Carries: Yes (April 25, 2024) No

Approval of Minutes from 03/27/2024 Special Meeting of the Board

Motion: To approve the minutes from the Special Meeting of the Board of Directors on March 27, 2024.
Made by: Michael Smith on April 17, 2025
Seconded by: Alicia Bourke
Discussion:
Vote: In Favor – Kennerly, Leslie, Jason, Erik, Michael, Alicia, Rohan, Lori
Opposed –
Abstaining – Korey
Motion Carries: Yes (April 25, 2024) No

Approval of Minutes from 04/17/2024 Regular Meeting of the Board

Motion: To approve the minutes from the Special Meeting of the Board of Directors on April 17, 2024.
Made by: Michael Smith on April 17, 2025
Seconded by: Erik Marter
Discussion:
Vote: In Favor – Kennerly, Leslie, Jason, Erik, Alicia, Michael, Rohan, Lori
Opposed – none
Abstaining – none
Motion Carries: Yes (April 25, 2024) No

Approval of Vendor Accreditation Policy

Motion: To approve the Vendor Accreditation Policy document as presented.
Made by: Lori Stover on April 23, 2024
Seconded by: Leslie Sohl
Discussion: Thanks to Rohan for getting this together. Rohan acknowledged the work of other staff and volunteers.
Vote: In Favor – Michael, Rohan, Jason, Leslie, Korey, Lori, Erik, Kennerly, Alicia
Opposed – none
Abstaining – none
Motion Carries: Yes (April 24, 2024) No



Meeting Closing | 9:30a (Korey)

Motion:	To adjourn the meeting.
Made by:	Erik
Seconded by:	Kennerly
Discussion:	
Vote:	In Favor – All Opposed – None Abstaining – None
Motion Carries:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Meeting adjourned at 10:20 am Mountain Time.

Parking Lot

Attached

- Vendor Accreditation Program Policy
- Volunteer Policy

APPROVED

Vendor Accreditation Program Policy

Policy:

The Association for Challenge Course Technology (ACCT) shall provide an accreditation program for service providers (“Vendors”) in design, installation, inspection, training, and practitioner certification. To receive accreditation, Vendors must document and show compliance with the current ACCT Standards and program requirements through an external review by qualified parties, as defined below.

Purpose:

The primary objective of the Vendor Accreditation Program is to recognize service providers whose operational protocols and delivered services consistently adhere to the standards set forth by ACCT. Furthermore, this program seeks to determine alignment with established business norms within the challenge course, aerial adventure/trekking parks, zip line, and canopy tour industry.

Governance:

1. Roles and Responsibilities of ACCT Board of Directors
 - 1.1. Approval and maintenance of policies and documents that pertain to their role as the fiduciary
 - 1.2. Monitor program alignment with relevant ACCT bylaws and policies
 - 1.3. Review and approve material changes to program components and structure, specifically:
 - 1.3.1. This policy
 - 1.3.2. The creation and elimination of accredited service areas
 - 1.3.3. Cumulative fee adjustments of more than 5% per annum
 - 1.3.4. Benefits extended to program participants
2. Roles and Responsibilities of ACCT Staff
 - 2.1. Create roles, assign administrative responsibilities, and delegate operational and administrative tasks to staff and volunteers
 - 2.2. Operate and administer the program as outlined in this policy and other relevant policies, manuals, and documents
 - 2.3. Create, develop, and maintain program forms, manuals, procedures, and policies
 - 2.4. Maintain and make public the following:
 - 2.4.1. Program purpose and goals
 - 2.4.2. Policies
 - 2.4.3. Eligibility Criteria
 - 2.4.4. Program requirements
 - 2.4.5. Defined renewal period and criteria
 - 2.4.6. Application information
 - 2.4.7. Program fees

- 2.5. Provide and maintain systems for the secure submission and storage of participant and program documents
- 2.6. Verify participant compliance with program policies and procedures
- 2.7. Administer and maintain:
 - 2.7.1. An appropriate compliance, enforcement, and appeals process
 - 2.7.2. A process for organizations, individuals, and members of the general public to inquire about the status of and levy complaints against program participants
- 2.8. Maintain records of contracts and legal documents for no less than ten (10) years from the date of enactment
- 2.9. Perform a complete review of program components and finances every three (3) years

Program Procedures:

1. General Terms
 - 1.1. Accreditation shall be offered in the following service areas: design, installation, inspection, training, and certification
 - 1.1.1. Accreditation for certification is contingent on receiving accreditation for training.
 - 1.2. Accreditation term lengths shall be three (3) years
2. Eligibility Requirements
 - 2.1.1. ACCT Business-to-Business Member in good standing for at least twelve (12) months prior to submission of application
 - 2.1.2. At least twelve (12) months as a legal business entity
 - 2.1.3. Comply with the relevant laws and regulations in all jurisdictions of operation
 - 2.1.4. Possess and maintain appropriate insurance coverage as required by the Vendor Accreditation Insurance Policy
 - 2.1.5. Provide references of work
 - 2.1.6. For each service area the vendor is accredited, at least one current owner or employee shall meet the minimum program requirements and qualifications
 - 2.1.7. Demonstrate evidence of compliance with published program requirements
3. Participation and Application Requirements
 - 3.1. Show and maintain evidence of compliance with ACCT standards and Program Requirements
 - 3.2. Show and maintain a quality assurance program for all accredited service areas, which may include but not be limited to:
 - 3.2.1. Company policies and procedures
 - 3.2.2. Employee training program(s)
 - 3.2.3. Relevant Laws, Regulations, and ACCT standards
 - 3.2.4. Worker safety, including work-at-height
 - 3.2.5. Protocols and procedures for all accredited service areas
 - 3.3. Submit documentation and evidence of compliance with Program Requirements for accredited service areas to ACCT Staff in formats as requested by ACCT Staff.
 - 3.3.1. Documents and evidence should be submitted in a format as requested by ACCT Staff

- 3.3.2. Additional program fees may be levied if documents and evidence are received in formats other than digital
 - 3.4. Comply with published timelines and deadlines for the submission of documents and remission of fees
4. Auditing of required documents and evidence
 - 4.1. Documents and evidence submitted digitally will be reviewed remotely by assigned qualified staff and volunteers
 - 4.2. Documents and evidence requiring physical review or verification will be reviewed in person by qualified staff or volunteers assigned by ACCT Staff
5. Accreditation and Benefits
 - 5.1. Accreditation shall be awarded to applicants demonstrating compliance with program requirements. Upon accreditation, program participants shall receive the following confirmations and benefits:
 - 5.2. Confirmation of Status package including at a minimum:
 - 5.2.1. Confirmation letter and Accredited Vendor Certificate
 - 5.2.2. Relevant logo files and Accredited Vendor marketing collateral
 - 5.2.3. Digital resources reserved for Accredited Vendors
 - 5.2.3.1. Listing on ACCT website and digital channels
 - 5.3. New or renewing applicants that do not meet the application requirements shall receive timely notification and the following information:
 - 5.3.1. A list of deficiencies or areas of non-compliance
 - 5.3.2. Information on how to reapply
 - 5.3.3. Information on how to appeal the decision
 - 5.4. Other Benefits, as approved by the Board of Directors
6. Reporting and Maintenance
 - 6.1. Program participants must meet the following reporting and maintenance requirements during the accreditation period:
 - 6.1.1. Remit all required program fees in full
 - 6.1.2. Conduct business in accordance with the ACCT Code of Ethics
 - 6.1.3. Market their business in a manner that accurately reflects their Accreditation status and meets relevant ACCT policies
 - 6.2. Program participants must meet the following reporting requirements during the accreditation period:
 - 6.2.1. Submit to ACCT Staff an Annual Report
 - 6.2.2. Notify ACCT staff of injuries, lawsuits, or losses
 - 6.2.3. Notify ACCT of changes to:
 - 6.2.3.1. Ownership of the accredited organization
 - 6.2.3.2. Leadership or designated personnel meeting the relevant QCP guidelines
 - 6.2.3.3. Insurance coverage
 - 6.3. A digital or in-person audit of documents or evidence may be required for maintenance or re-accreditation.
7. Fees
 - 7.1. Program fees shall be determined by ACCT staff and approved by the Board of Directors.
 - 7.1.1. Annual program fee adjustments of less than 5% shall not require Board of Directors approval.

Volunteer Policy

Policy:

The Association for Challenge Course Technology (ACCT) is an international trade association with paid staff and volunteers. Per ACCT Bylaws, the governing body of the ACCT is the Board of Directors. The Board of Directors has nine (9) elected Directors and an Executive Director who is a non-voting member. All volunteers of the ACCT serve at the pleasure of the ACCT Board of Directors. This includes, but is not limited to, Committees, Groups, Bodies, Panels, Task Forces, and Staff Work Groups (collectively known hereinafter as “Volunteer Groups”). The following policy shall govern the individual volunteers in these Volunteer Groups.

Purpose:

The ACCT is supported and enriched by the many volunteers who give their time, energy, and dedication to our Association. ACCT invites and welcomes volunteers from diverse backgrounds and perspectives, and it appreciates all that they contribute to the mission of ACCT. These volunteers have increased visibility with the ACCT community and the global challenge course, aerial adventure park, canopy tour and zip line industry. As such, they bear an increased responsibility to represent and support the ACCT in good faith.

Procedures:

Types of Volunteer Groups

- **Committee:** A group of volunteers who serve the association for a specific function as mandated and directed by the Board of Directors. Committees are ongoing, are governed by a Terms of Reference (TOR), and can be created or dissolved by the Board of Directors as needed.
- **Panel:** A group of volunteers organized to achieve a specific work product as determined by a sponsoring Committee. Panels are ongoing, are governed by a Terms of Reference, and can be created or dissolved by the sponsoring Committee as needed.
- **Task Force:** A group of volunteers organized to achieve a specific work product as directed by the Board of Directors or a sponsoring Committee or Staff Work Group. Task Forces are governed by a Terms of Reference (TOR), and are dissolved upon completion of the work outlined in their TOR.
- **Consensus Group / Body:** A group of volunteers organized for a specific purpose in the Association related to ACCT’s role as an ANSI Accredited Standards Developer. Additional information is available in ACCT’s Accredited Procedures.
- **Staff Work Group:** A group of volunteers who assist ACCT staff in carrying out the business of the Association for a specific function. Staff Work Groups are ongoing, are Staff-directed, and can be created or dissolved by the Staff as needed. Staff work groups are governed by their Terms of Reference or contract as applicable.
- **Affinity Group:** A group of members linked by a common interest or purpose, with the specific interest identified by the group. Affinity Groups are ongoing, governed by a Terms of Reference, and can be created or dissolved by the Board of Directors as needed.

Becoming a Volunteer

- Persons interested in serving as a volunteer shall complete, maintain, and submit all required forms. Volunteer applications will be reviewed by the appropriate staff or volunteer(s) at the direction of the ACCT Staff.
- Volunteer positions may be posted on the ACCT website and/or announced in a newsletter, email, or other media. Additional inquiries about open positions may be directed to the Membership Work Group or the Chair of a Volunteer Group(s).
- Volunteers shall be ACCT members in good standing, either as individual members or as an employees of a member company, whichever is applicable. Exceptions to this requirement exist for members of the Consensus Body, in ACCT's role as an ANSI Accredited Standards Developer. Additional exemptions to this requirement are possible when expressly approved by the Board of Directors or noted in the Volunteer Group's Terms of Reference, contract, or procedures.

Volunteer Roles

Where applicable, necessary, and outlined in a Volunteer Group's TOR, there may be certain Officers with specific responsibilities within that group. They may include but are not limited to the following:

Chair:

- Volunteer Group members may recommend a Chair from members of the Volunteer Group to the Board of Directors (BOD). The BOD may also choose the Chair for a Volunteer Group at any time. All Board-directed Volunteer Groups will have their Chairs voted on by the Board of Directors. Staff-directed groups will manage their leadership role(s) as outlined in their Terms of Reference or contract.
- The Chair should preside at all meetings of that Volunteer Group, and direct the group in accordance with their approved TOR's. The Chair is responsible for overseeing all Volunteer Group business including scheduling of meetings, budget requests, facilitating and monitoring progress on projects and reporting to the BOD, BOD liaison, or designated staff member as applicable.

Vice-Chair:

- Volunteer Group members may choose to designate a Vice-Chair from within their group.
- In the absence of the Chair or in the event of their inability or refusal to act, the Vice-Chair should perform the duties of the Chair.

Secretary:

- Volunteer Groups may designate a Secretary or choose one or more persons in that Volunteer Group to perform the duties customary to the office of Secretary.
- The Secretary should be responsible for keeping an accurate record of the proceedings of all meetings and managing the storage of files and documents associated with that Volunteer Group.

Board Liaisons

The purpose of the Liaison role within the Board of Directors (BOD) is to serve as a neutral conduit for communication between a Board-directed Volunteer Group and the Board of Directors, as well as being a resource and means of support. The Liaison helps to ensure that their appointed Volunteer Group is adhering to their Terms of Reference (TOR), operating within Association policies and procedures, and is focused on work that is aligned with the current priorities of the Association. Liaisons are typically appointed by the BOD.

Volunteer Guidelines

1. **Expectations:** ACCT volunteers shall strive to uphold the ACCT's mission, vision, and values at all times during their volunteer service and in their interactions with other ACCT volunteers, staff, and members.
2. **Duty to the Association:** ACCT volunteers must, in the course of conducting and discussing ACCT business, act in the best interests of ACCT. A volunteer shall not place one's self-interest (including the interest of one's company, organization, or another entity for which the individual serves in a leadership, employment, or ownership capacity) or the interest of any third party above that of ACCT. Abusing one's role as a volunteer for one's own gain or pleasure (including, but not limited to, the solicitation or acceptance of gifts or other items of value as an inducement to provide special treatment in ACCT-related matters) will not be tolerated.
3. **Conflicts of Interest:** While participating in the work of the Association, all volunteers shall disclose actual and potential conflicts of interest via the Conflict of Interest and Non-Disclosure (COI / NDA) form in accordance with the COI policy.
4. **Meetings:** Volunteer Group meetings are typically held via conference call. In-person (face-to-face) meetings may occur when the need arises and the budget is approved. Meeting frequency and duration is recommended by the group in question. Membership in Volunteer Groups requires that individual volunteers make reasonable attempts to attend meetings and participate in Volunteer Group business.
5. **Technology Use:** Unless otherwise approved by the Board of Directors, Volunteer Group conference calls, member communications, file storage, and other work products shall be undertaken using ACCT-owned technological platforms in compliance with the ACCT Tech Use Policy.
6. **Terms :** Volunteer Group members serve at the pleasure of the Board of Directors and according to the term limit requirements in that group's Terms of Reference, contract, or procedures. Term limit requirements may be waived by a majority vote of the Volunteer Group members and upon approval of the Board of Directors or staff as applicable.
7. **Benefits:** Participation in ACCT Volunteer Groups is voluntary and without compensation from ACCT. According to ACCT's Volunteer Reimbursement policy, volunteers may be reimbursed for expenses incurred while conducting Volunteer Group business. When approved by the Board of Directors or the Executive Director, some volunteers may be offered benefits including but not limited to conference registration or travel expenses. All benefits shall be in accordance with that Volunteer Group's approved Terms of Reference (TOR), contract, or as approved by the ACCT Board of Directors or ACCT Executive Director.
8. **Speaking for a Volunteer Group or for the ACCT:** In order to ensure a clear and consistent message about the perspective, direction, and future of the ACCT, all messaging must come directly from the leadership of the Association. ACCT volunteers are always welcome and encouraged to speak about the work that they do in our industry, their knowledge of subject matter related to our industry, and their own personal opinions or perspectives. With few exceptions, ACCT's Executive Director and Chair of the Board of Directors are the only individuals authorized to speak on behalf of the Association and regarding ACCT matters. The following policies apply to situations in which other volunteers are speaking about ACCT matters, or could be perceived as delivering messaging from ACCT. In cases where policy is not clear, volunteers should direct their questions to the Executive Director and Chair or the Board of Directors.
 - 8.1. The Executive Director or the Chair of the Board of Directors may authorize any individual to speak on behalf of the ACCT, about a particular topic at a particular time that has been specifically determined and explicitly approved.

- 8.2. Volunteer Group Officers and members may speak for their group about matters within their group's scope of work, but only when it is done within the confines of official ACCT meetings or events (such as ACCT conferences, symposiums, forums, or Chairs calls). External communications, including but not limited to speaking or communicating with members of the media, the general public, or other organizations, posting on social media, or participating in public forums, must be authorized by the Executive Director or Chair of the Board of Directors. `2w]
- 8.3. Any volunteer speaking externally about ACCT-related matters or matters related to the work of their Volunteer Group must clearly state that they speak only for themselves and/or their organization unless authorized by the Executive Director or Chair of the Board of Directors to speak on behalf of ACCT.
9. **Confidentiality:** Volunteers will abide by the confidentiality provisions of the ACCT Conflict of Interest/Non-Disclosure Agreement (COI / NDA).
10. **Harassment Policy:** Harassment undermines our community's culture, our morale, and our commitment to treat each other with dignity and respect. Harassment can take many forms, including but not limited to touching or other unwanted physical contact, posting / emailing offensive language or content, and using slurs or other derogatory terms. It can be defined as unwelcome conduct that is targeting or disparaging someone based on their race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, disability, or genetic information (including family medical history). Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment or participation in a volunteer role, or 2) the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment does not include negative effects a volunteer may experience as a result of actions taken by a Volunteer Group leader or the ACCT Board of Directors that are within the scope of the leader's responsibilities and would be considered reasonable and appropriate actions. Harassment will not be tolerated at ACCT. If you experience or witness any form of harassment, please report your complaint to a member of the Board of Directors or the Executive Director.
11. **Zero Tolerance Policy for Violence:** ACCT will not tolerate violence on or around its premises or inside its community, either by or against staff members, volunteers, or members of the public. Volunteers are expected to treat other human beings with respect and dignity. Any incident of violence should be reported promptly to the appropriate Volunteer Group leader, the Executive Director, or ACCT Board of Directors. Violence includes but is not limited to verbal or physical intimidation, contact, or threats.

Accountability

If a volunteer fails to meet volunteer expectations or is in violation of any part of this volunteer policy, it should be reported to the ACCT by contacting a member of the Board of Directors or the Executive Director as soon as reasonably possible. The ACCT can, at their discretion, take action including and not limited to dismissal of a volunteer from their Volunteer Group(s), removal of eligibility for future volunteer opportunities, and revocation of ACCT membership, accreditation, or certification status.

Forms:

All members of Volunteer Groups must submit at least the following forms and keep them up-to-date where applicable. Some volunteer groups may require additional applications, contracts, and agreements per their Terms of Reference and/or policies. ACCT reserves the right to review and update the terms outlined in this policy at any time. ACCT will notify volunteers of any changes and/or addendums to this policy.

- **Volunteer Application**
- **Volunteer Agreement**
- **COI / NDA**
- **Tech Use Policy**

APPROVED