

District 23 Training Code of Conduct

District 23 learning events bring together members from around the district to network, learn, and be inspired. District 23 is dedicated to providing a safe, inclusive, welcoming, harassment-free experience for everyone regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, caste, age, and religion. All participants must help ensure a safe environment for everyone.

This document expresses the behaviors we expect at any District 23 training, including what is unacceptable behavior, how we address unacceptable behavior, and how to ask for help.

Expected Behavior

All participants are expected to behave in accordance with Toastmasters International's [Policy 3.0: Ethics and Conduct](#) and applicable laws.

We are considerate

Toastmasters attracts diverse people from a variety of ethnic, cultural, and religious backgrounds. We acknowledge that cross-cultural communication can often be complicated and encourage everyone to consider the impact of their words and actions on those with backgrounds and experiences different from our own.

We are welcoming

One of the greatest strengths of the Toastmasters community is our inclusiveness. Making all participants feel welcome and included is everyone's job.

We are collaborative

If and when misunderstandings occur, we encourage people to work things out between themselves where this is practical. People are encouraged to take responsibility for their words and actions and listen to constructively-presented criticism with an open mind, courtesy, and respect. If people do not feel able to work out an issue between themselves, they are encouraged to seek the advice of a third party to help mediate.

To get help mediating you may contact the District 23 Executive Committee (DEC).

We lead by example

Anyone who represents Toastmasters, officially, informally, or otherwise, is a leader in our community. Leadership is not an award, right or title; it is a privilege, a responsibility, and a mandate. As leaders, they must represent the best version of Toastmasters in what they say and do.

Unacceptable Behavior

We do not tolerate harassment which includes, but is not limited to:

- Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment.
- Abusive, offensive, or degrading language or imagery
- Language or imagery that encourages, glorifies, incites, or calls for violence, emotional, or physical harm against an individual or a group of people
- Intimidation, or stalking
- Harassing photography or recording
- Sustained disruption of talks or other events
- Unwelcome sexual attention or advances or contact
- Advocating for, or encouraging, any of the above behavior

Speakers should not use language, images, or anything that would constitute harassment as defined above in their presentations.

Consequences of Unacceptable Behavior

If a participant engages in unacceptable behavior, District officers and designated representatives may take any of the following actions they deem appropriate, up to and including a temporary ban or permanent expulsion from the event. These actions may include, but are not limited to:

- A warning to cease their behavior and that any further reports will result in further actions
- Removal from the event
- Not being allowed to attend future Toastmasters events, including TLIs and Conferences, for a period of time or indefinitely
- Revocation of leadership roles related to Toastmasters events, programs, committees
- Reporting behavior to the applicable authorities.
- In some cases, issues may be escalated to Toastmasters International

If You Witness or are Subject to Unacceptable Behavior

If you feel threatened or violated as a result of intimidating, harassing, abusive, discriminatory, derogatory or demeaning conduct, please immediately notify the Event Chair, the Zoom Master, the Chatroom Monitor, or the District 23 Executive Committee (DEC).

We're all in this together

We have an amazing community. This document is intended to continue and strengthen our ability to safeguard and foster our members' wellness and encourage the community's growth in a safe, productive and welcoming place by providing clarity and expectations around our behavior and responsibilities.

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Incident Report Template for Email Reports

This template can be used to send an incident report to the District 23 Executive Committee via email.

This form can be used to report:

- Incidents that may breach the Toastmasters Code of Ethics
- Conflicts that cannot be resolved by those involved.
- Issues that may not require action at this time, but that District 23 should be aware of for its records.

IMPORTANT: If anyone involved is in any immediate physical danger, please contact local authorities.

- Your name, email address, and phone number
- Who is involved in the incident? List names.
- When did the incident happen?
- Where did the incident happen?
- What happened?
- What actions have been taken so far to help resolve the incident?
 - No action has been taken to resolve the incident
 - The individuals involved have tried to resolve the incident themselves
 - Other people have stepped in to help mediate on the situation
- What status should we give this report?
 - This report requires immediate action
 - This report requires action but is not time sensitive
 - This report does not require action, but the District 23 Executive Committee should be aware of it

Please note:

These incident reports are shared with the District 23 Executive Committee and are kept confidential. In some cases we may decide it necessary to make a public statement. In that case, the identities of all involved will remain confidential unless there are strong reasons not to do so, or mutual agreement that they should be revealed.