



Code of Conduct

The purpose of the Handweavers Guild of America, Inc.'s (HGA) Code of Conduct is to set forth HGA's standards of dignity, fairness and integrity. Abiding by this Code is essential for membership of the HGA and those who attend HGA events.

Ethical Principles and Core Values

- *Honesty*
- *Integrity*
- *Trustworthiness*
- *Respect for others, their cultures, and their intellectual property*
- *Responsibility*
- *Empathy*

HGA does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our organization is dedicated to this policy.

Non-Harassment

HGA believes in treating each other with dignity and respect at all times. Harassment can include actions, language, written words, or objects that create an intimidating or hostile environment, such as:

- *Yelling at or humiliating someone*
- *Physical violence or intimidation*
- *Unwanted sexual advances, invitations, or comments*
- *Visual displays such as derogatory or sexually oriented gestures*
- *Physical conduct including assault or unwanted touching*
- *Threats or demands*

It is HGA's policy to prohibit intentional and unintentional harassment of all constituents including, but not limited to, staff, contractors, interns, volunteers, and members.

Bullying

We are committed to ensuring a safe and respectful environment that is free of bullying. Bullying can include:

- *Spreading malicious rumor or gossip*
- *Excluding or isolating someone socially*
- *Withholding necessary information or purposefully giving the wrong information*
- *Intimidating someone*
- *Impeding someone's work*
- *Telling and sending offensive jokes*
- *Criticizing or belittling*
- *Tampering with a person's personal belongings or work equipment*



Theft and Intellectual Property

We take the intellectual property rights of others, as well as claims of copyright infringement, seriously.

We recognize that original artistic designs and teaching materials belong solely to the individual who created them and agree not to use their work to make a personal profit without their express written consent. Please contact the artist or teacher if you are unsure if the changes you plan to make are sufficient to not require permission prior to using them.

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Convergence® is a registered trademark of HGA. We consider our trademark to be our most valuable intellectual property. As such, we retain all rights in our trademark, and will take all appropriate measures to protect and preserve the strength and goodwill of the trademark. You can help us in this endeavor by following this notice. If you learn of any words, letters, designs, devices, logos, icons, or images that are confusingly similar to any of our trademark, or you see any use of the trademark that violates this notice, please notify HGA, and if possible, please provide a link to or copy of the relevant item.

Code of Conduct Acknowledgement

All members of HGA and attendees at HGA-sponsored events acknowledge that:

- *You have read the entire code of conduct and understand your responsibilities related to it.*
- *You have had the opportunity to ask questions to clarify any unclear aspects of the code.*
- *You agree to abide by its principles.*
- *You agree to report to HGA any violations of the Code.*

Any violations of this Code can result in disciplinary action which, based on the circumstances of the individual case, could result in corrective action including, but not limited to, termination of membership and/or expulsion from HGA-sponsored events. Those expelled from an HGA sponsored event will not get a refund.