

NECPAs Code of Conduct and Participation Guidelines

*Applies to all NECPAs meetings, events, communities,
roundtables and online spaces, whether in-person or virtual.*

NECPAs programs are designed to foster candid dialogue, shared learning and professional trust. All participants, including members, non-member attendees, speakers, sponsors, volunteers and staff, must abide by this Code of Conduct. It applies to all NECPAs activities and related communications.

Professionalism, integrity and respect are required at all times.

Trust, Discretion and Responsible Use of Information

NECPAs programs are peer-to-peer environments where participants may share experiences, operational strategies and candid perspectives from their organizations. While general insights and best practices may be applied within participants' firms or organizations, all confidential, non-public and sensitive information disclosed within the group must be protected.

Participants must:

- Not share or attribute confidential, proprietary or sensitive information, including specific comments or identifiable organization details, outside the group without explicit permission from the individual or organization that provided it.
- Exercise reasonable care to safeguard materials and discussions shared within the program, including refraining from recording sessions, capturing screenshots or distributing documents unless authorized.
- Not use non-public information shared in an NECPAs program to initiate or tailor recruiting, business development or other solicitation.
- Not attribute, reference or imply that non-public information about an individual or organization was learned through an NECPAs program without explicit permission.
- Ensure referrals or introductions are made only when requested or clearly welcomed by the recipient. Unrequested recruiting or business-development outreach based on non-public information shared in a NECPAs setting is not permitted.

Professional Conduct

Inappropriate conduct will not be tolerated at any NECPAs meeting, event or program.

This includes:

- Harassment, discrimination or intimidation.
- Abusive, threatening or offensive language or behavior.
- Disruptive conduct that interferes with participation.
- Unauthorized usage of NECPAs brand or logo.
- Unauthorized recording, photography or distribution of meeting and event content.

Participants must engage respectfully and contribute to a productive and inclusive professional environment.

Leadership Responsibilities

Community Chairs, council members and facilitators serve as stewards of the space.

In addition to the standards outlined above, leaders must:

- Model discretion and sound professional judgment.
 - Safeguard the integrity of discussions.
 - Maintain clear boundaries between their professional roles and leadership responsibilities.
 - Avoid conflicts of interest or the appearance of impropriety.
 - Raise potential boundary concerns with NECPAs staff.
 - Adhere to the NECPAs Community Leadership Guidelines.
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Accountability and Enforcement

NECPAs reserves the right to take corrective action in response to violations of this Code of Conduct. Actions may include:

- Addressing conduct directly with the participant.
- Muting audio, disabling chat or removing inappropriate content in virtual settings.
- Immediate removal from a meeting, event or online community without warning or refund.
- Removal from leadership roles.
- Suspension or prohibition from participation in future NECPAs programs.

If you are unsure whether an action may violate this Code of Conduct, do not act.

Contact NECPAs staff for guidance.