

## CCE ACCOUNTABILITY PROCESSES AND RESPONSES

Every CCE Partner – regardless of their role in a specific CCE activity – is empowered to address inappropriate behavior or discriminatory or unwelcome comments, either in real time or after the fact. CCE has established the following process to be followed whenever someone chooses to report that a CCE Partner has violated CCE’s Meeting Norms and Values policy because they believe that an organizational response is necessary and alternative resolutions would not sufficiently mitigate harm.

We recognize that this policy seeks to address a wide range of unwelcome or prohibited behaviors and potential responses, and that one size does not fit all in terms of impact, intent, or consequences of policy violations. The goals of accountability will always include informing, educating, and repairing harm, but the gravity, legal implications, or sensitivity of a violation may also necessitate other consequences for individuals who are found to have violated this policy. This section provides guidelines and principles to guide CCE’s responses, but necessarily requires some discretion and flexibility.

### **Reporting Violations**

If you believe you have experienced behavior from a CCE Partner as outlined that violates CCE’s Meeting Norms and Values, you may contact the designated Board and staff leaders who are responsible for reviewing and responding to all reported concerns (“Response Team”). We also ask you to report if you observe a potentially dangerous situation, someone in distress, or other serious violations, even if you are not a directly impacted party.

The Response Team will be composed of: the Board President; the Chair (or a co-Chair) of the DEIJ Committee; and the Deputy Director. On occasion, it may be necessary or appropriate for one of these individuals to identify a proxy to serve on the Response Team (e.g. the Executive Director, a fellow Committee member, or another officer) in case of their absence or a conflict of interest.

Reports to CCE’s Response Team can be made by contacting CCE’s Deputy Director or submitting a report using this online form that will be confidentially sent to the Response Team. When making a report, please provide as many details as possible including time and location of the incident, those involved, any observers, and the potential harm done.

Whenever CCE receives a report that someone violated these norms, the Response Team will conduct an inquiry surrounding the incident. Individuals making a report may be asked to identify their goals, if any; whether they do or do not want to engage directly with the other party; and whether they prefer confidentiality and/or anonymity, to the extent possible. If it is not possible to pursue accountability and ensure confidentiality, the Response Team will discuss options with the person(s) reporting the incident. Following their review, the Response Team may recommend one or more possible Accountability Responses. Inquiries should be completed and, if necessary, Accountability Responses recommended, within thirty (30) days of the incident whenever possible. The Response Team will report back to the person providing the report, and convey the recommended Accountability Responses to the relevant CCE Partners.

CCE will not tolerate any form of retaliation against persons who file a complaint or assist in an investigation regarding unacceptable behavior by a CCE Partner. Retaliation is a serious and separate violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **Accountability Responses**

In determining what Accountability Response to recommend, the Response Team will consider a) the facts gathered from reports and interviews; b) the harm caused to any individual person, to any group of people in Protected Categories, or to CCE as an organization; and, c) the willingness of the involved individuals to address the situation constructively and/or seek to repair harm. CCE Accountability Responses include, but are not limited to:

- a. Informing an individual accused of having violated the Policy (the “Actor”) of the reported violation and the harm that was caused;
- b. Facilitating, either by a CCE Partner or an independent professional, a consensual conversation between the Actor and any harmed or impacted persons;
- c. Requesting or requiring the Actor to attend one or more relevant trainings, either facilitated by CCE or independently, within a particular time period;
- d. Requesting or requiring that the Actor share an oral or written apology to the relevant individuals or CCE Partners;
- e. Providing relevant training or facilitated dialogue opportunities for an entire CCE committee or relevant group;
- f. Sharing a copy of a violation or investigation report with CCE Staff, Executive Committee, Board, or other relevant CCE Partners, as appropriate;
- g. Requesting or requiring the Actor to temporarily withdraw from one or more CCE committees or leadership roles;
- h. Requesting or requiring the Actor to permanently withdraw from one or more CCE committees or leadership roles;
- i. Removal by the relevant committee Chair or Board President from one or more CCE committees or any appointed leadership roles;
- j. Recommending a for cause removal from CCE’s Board of Directors, per the process outlined in Section 3.16 of the Bylaws; and/or,
- k. Revising CCE policies to address or prevent future incidents.

### **Regular Reporting and Policy Review**

The Deputy Director shall produce a quarterly memorandum for the Executive Committee, DEIJ Committee, and CCE Staff that summarizes any alleged violations of CCE’s code of conduct during the quarter (without identifying details, whenever possible), all Accountability Responses that were recommended and all completed. At least once a year, the DEIJ Committee should convene to discuss these memoranda, as well as any reports with similar circumstances, or about the same individuals, over the last three (3) years. Following this meeting, the DEIJ Committee will make recommendations to the Executive Committee regarding any themes identified in the reports, any organization-wide corrective actions they recommend, or other next steps that should be considered.

The policy will be reviewed and updates proposed, if necessary, by the Diversity, Equity, Inclusion and Justice (DEIJ) Committee of the Board, with CCE Staff support, one year after adoption, and as often as deemed necessary by the DEIJ Committee in subsequent years.