

# ILTA Code of Conduct

## Scope

This Code of Conduct applies to all individuals (“ILTA Covered Individuals”) participating in the International Legal Technology Association (“ILTA” or the “Association”) and governs their behavior and interactions involving ILTA.

ILTA Covered Individuals include:

1. ILTA employees;
2. ILTA Associate Participants and Industry Participants;
3. Employees or other personnel associated with ILTA member entities, business partners, or vendors;
4. Anyone who participates in ILTA in-person or virtual events, or contributes to educational content or online platform; and
5. Any other ILTA volunteers.

## Summary

ILTA’s core values provide the framework for this Code of Conduct and can be found on the [ILTA Website](#). Given these core values, and because ILTA is a trusted resource community, ILTA is committed to creating, enabling, and maintaining an open and respectful environment where ILTA Covered Individuals can express their professional opinions and concerns. ILTA Covered Individuals are responsible for supporting such an environment.

This Code of Conduct provides guidelines and expectations for ILTA-related interactions among ILTA Covered Individuals and sets forth consequences for conduct violations. ILTA-related interactions among ILTA Covered Individuals include, but are not limited to:

1. Interactions at in-person or virtual ILTA events;
2. ILTA-related communications, including on social media or via blogs or other media; and
3. Interactions on online ILTA communities.

The Code of Conduct also references several ILTA policies and governing documents. Please read these carefully. ILTA Covered Individuals accepting the Code of Conduct are deemed to have read and accepted all of the following:

1. [Website User Agreement](#)
2. [Privacy Policy and Confidentiality](#)
3. [Antitrust Compliance and Guidelines](#)
4. [Non-Solicitation Policy](#)
5. [Bylaws](#)
6. [Conflict of Interest Policy](#)

## **No discrimination, harassment, bullying, intimidation, or disrespect**

ILTA prohibits the following behaviors by ILTA Covered Individuals in connection with ILTA-related interactions:

- *Discrimination.* This includes, but is not limited to, discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, immigration status, sexual orientation, or military status, in any of the organization's activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and business partners, and provision of services. ILTA is committed to providing an inclusive and welcoming environment for all members of ILTA's staff, members, volunteers, subcontractors, business partners, and individual participants.
- *Harassment.* This includes, but is not limited to, disparaging behavior related to gender, sexual orientation, gender expression, disability, physical appearance, body size, race, religion or national origin; physical, sexual or verbal harassment and abuse; threatening or stalking; and inappropriate use of nudity or sexual content and behavior.
- *Bullying and intimidation.* This includes, but is not limited to, any pattern of behavior that harms, degrades, threatens, berates, humiliates, or frightens or is reasonably calculated to frighten another into submission, silence, compliance, or acquiescence.
- *Disrespect.* This includes, but is not limited to, shouting, ridiculing, condescension, belittlement, insulting, intentionally talking over someone, refusing to speak to someone about ILTA-related matters, and similar behaviors.

## **In-person meetings and events**

ILTA is committed to providing a safe, productive, and welcoming environment. ILTA Covered Individuals are expected to conduct themselves professionally, safely, and responsibly at all ILTA in-person events such as local meetings, socials, conferences and other events, including those hosted or sponsored by other organizations but held in conjunction with ILTA events or where an ILTA Covered Individual is representing ILTA.

In response to unacceptable behavior at an event, ILTA reserves the right to take action deemed necessary and appropriate, including immediate removal from the event without warning or refund and prohibiting attendance at future events. Event attendees should report any questionable or concerning activity to an ILTA representative, host, or venue staff.

With respect to alcoholic beverages, ILTA expects all ILTA Covered Individuals at ILTA events to drink or behave responsibly and not to participate in any function in a condition that prevents them from participating safely and from conducting ILTA business effectively or that might either negatively impact social interactions, or cause embarrassment to or damage the reputation of ILTA.

ILTA prohibits the signing of contracts between ILTA Covered Individuals in the presence of alcoholic beverages at ILTA events.

ILTA, its hosts, and venue event staff have the right to deny service to ILTA Covered Individuals for any reason. Failure to conduct oneself in a professional manner under the influence may face disciplinary action including, but not limited to, expulsion, limited future involvement, written warning, or suspension in association activities.

## **Violations**

Violations of this Code of Conduct may result in restriction of access to ILTA resources, online communities, and services, up to and including expulsion from the organization as defined in section 4.8 of ILTA's [Bylaws](#).

Any ILTA Covered Individual who perceives a violation of the Code of Conduct should report the perceived violation as soon as possible to an ILTA staff member. An ILTA senior staff member will provide an incident report to the Chief Executive Officer, who will discuss the matter with the ILTA Board of Directors. The Board will send a letter to both complainant and offender outlining the behavior that occurred, parties impacted, and the Board's decision on the offender's future involvement (if any) with the association. Disciplinary action may include, but not be limited to, expulsion of an individual or entity, removal of an individual from an ILTA role, barring or suspension of future involvement in association activities, and records of written warning.

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