

# JCOD Incubation Academy Code of Conduct

## Code of Conduct

The JCOD Incubation Academy and all of its programs is committed to creating and maintaining a learning environment rooted in dignity, respect, collaboration, and accountability. All participants, coaches, facilitators, alumni, community partners and County staff are expected to uphold these shared standards to ensure that our time together is productive, equitable, and safe.

This Code of Conduct outlines behavioral expectations, ethical principles, and accountability procedures that support a respectful and professional space for all involved.

## 1. Professional Conduct

All participants are expected to:

- Treat one another, program staff, and guest speakers with respect and kindness, regardless of role or background.
- Communicate with professionalism across all channels (Zoom, email, chat, phone, in-person).
- Participate fully in discussions and breakout rooms with attentiveness and openness.
- Arrive on time to all sessions and remain engaged throughout.
- Misrepresentation of your organization or JCOD affiliation, by you or someone with your organization, through unauthorized use of logos or branding is strictly prohibited. You must abide by [JCOD branding guidelines](#).

We understand that this is a learning space and growth is ongoing—but we expect everyone to show up with a commitment to excellence and mutual respect.

## 2. Anti-Harassment & Non-Discrimination

The JCOD Incubation Academy has a zero-tolerance policy for:

- Harassment, intimidation, or threats (verbal, non-verbal, or physical)
- Discriminatory behavior or remarks based on race, ethnicity, gender identity, sexual orientation, religion, age, national origin, disability status, income level, or any other protected identity
- Microaggressions or patterns of behavior that create a hostile learning environment

Participants who engage in these behaviors will be subject to corrective action, which may include immediate removal from the program.

## 3. Confidentiality & Trust

Participants are expected to:

- Honor the confidentiality of what is shared in sessions
- Avoid recording or screenshotting and taking photos or others without content unless explicitly authorized.
- Respect the privacy of peer organizations, particularly when discussing challenges, community traumas, or internal documents.
- The use of AI notetakers for meetings are strictly prohibited

Confidentiality creates a foundation of trust that allows honest dialogue, peer support, and real growth to occur.

### **Expectations:**

- Do not record, screenshot, or share session content without explicit permission.
- Do not discuss or disclose information shared by peers outside of the Academy.
- Handle all shared materials and templates with discretion and professionalism.
- Do not distribute content or materials from sessions to anyone outside of the program

If confidentiality is breached, the program team will address it immediately with an emphasis on restoring trust. Repeated or serious violations may result in removal.

## 4. Accountability & Integrity

You are responsible for:

- Your presence, your preparedness, and your participation.
- Meeting deadlines and submitting deliverables on time.
- Following through on commitments made to the program team.
- Asking for help early and communicating any barriers to engagement.
- This program operates on the belief that accountability is a form of care—not punishment.

When issues arise, the program team will engage you in a restorative, solution-oriented process.

## 5. Conflict Resolution

Disagreements may arise in any group setting, especially when people are passionate about their work and values. We ask that participants:

- Address conflict directly and respectfully when possible
- Assume positive intent, but name harmful impact
- Use “I” statements to describe concerns or misalignment
- Avoid public shaming or call-outs—instead, opt for call-ins when possible
- If you are witnessing inappropriate behavior, it is your responsibility to report it to JCOD staff immediately.

If a conflict cannot be resolved informally, participants are encouraged to contact JCOD or program provider’s staff privately for mediation or support.

## 6. Violations of the Code

Any violation of the Code of Conduct will be addressed in accordance with the following process:

1. **Initial Conversation:** The participant will meet with JCOD and/or provider staff to discuss the behavior and its impact.
2. **Written Follow-Up:** A summary of the conversation and any next steps will be documented and shared with the participant.
3. **Corrective Action:** If the issue persists or is severe, the participant may be asked to pause participation or be removed from the program.

By joining the JCOD Incubation Academy, and its affiliated programs, such as but not limited to Nonprofit 101, you agree to uphold this Code of Conduct in all program-related settings. This includes virtual meetings, one-on-one coaching sessions, in-person events, and communications with fellow participants or staff.

JCOD reserves the right to remove participants from the program if any violations of this Code of Conduct has been breached.

**Together, we commit to creating a space where leadership, learning, and liberation can flourish.**