



Code of Conduct for National Chapter Committee

This Code of Conduct applies to all SCA national chapter committees. All members of the national chapter are expected to act in the best interests of the specialty coffee community and its members. As an ambassador for the Specialty Coffee Association (SCA), any inappropriate conduct will be treated with the utmost seriousness and could lead to dismissal from the role in the chapter. Complaints against a member of a national chapter will be addressed and should be reported to the SCA's Chapter Support Team: chapterfeedback@sca.coffee.

The national chapter committees MUST:

- Abide by the SCA mission, vision, purpose and values as explained on <https://sca.coffee/about/>
- Behave ethically, honestly and with integrity. Respect fellow chapter members, staff, members, volunteers, and all participants of the chapter event at all times.
- Agree to approach the chapter activities with a constructive and supportive attitude geared towards helping, engaging and supporting the community.
- Declare any actual or perceived conflict of interest between the chapter member and the chapter activities in advance of any discussions, planning or negotiations.
- Agree not to promote their own self-interest whilst in a position within the chapter committee. This may be viewed as a conflict of interest, unfair advantage and/or misuse of the position.
- Include all chapter office and committee in any planning, agreements, and contracts with sponsors/venues. No single agreement or arrangement can be made without full approval of the chapter office and committee.
- Refer all media inquiries regarding SCA organization or events to the SCA chapter office or chapter communication coordinator. (Avoid comment with any media representative or the general public in relation to other members, event participants, volunteers, or staff.)
- Maintain confidentiality and do not retain or misuse others personal information obtained from the chapter activities.
- Understand and adhere to the Rules and Regulations relevant to the national competitions the chapter is organizing or participating in.
- Excuse yourself from judging/competing/organizing/volunteering anywhere there may be a real or perceived conflict of interest. A conflict of interest exists if a judge/competitor/organizer/volunteer is or has had any of the following relationships with a competitor/judge/organizer/volunteer:
 - Is a current employee or employer, or has been employed by the same company or affiliated companies.
 - A relative, close friend, romantic relationship or customer.
 - Trainer or trainee of the competitor for competition (with or without compensation).
- Never accept bribes, kickbacks, gifts or other similar remuneration from competitors, coaches, their employers, sponsors or other judges.
- Have adequate availability to participate at the chapter activities.
- Hold a minimum of one (1) Annual Members meeting, informing members of all plans and activities, including financial reporting of the Chapter Accounts.
- Abide by the national, local and laws of the association/chapter, while taking full responsibility for any violations and reporting them to the appropriate the chapter office immediately.



- Release SCA and its officers, directors, employees, members and agents (the "Released Parties") from any and all liability for any injury, loss, or damage arising out of or in connection with their participation in the chapter activities.
- Have appropriate liability insurance as advised by the SCA in place for all chapter events and hold Released Parties harmless from and against any liability, injury, loss or damage in connection with the event.
- Understand that SCA maintains a zero-tolerance policy for harassment, violent behavior, and sexually offensive behavior or actions. This includes, but it not limited to: harassment toward another individual on the basis of gender, sex, pregnancy, childbirth, religion, creed, race, color, national origin, medical condition, genetic disorder, physical or mental disability, marital status, age or sexual orientation; physical or verbal threats; unwelcome attention; bullying, stalking; use of physical force; behavior that creates a disturbance or is dangerous, including lewd or generally offensive behavior or language; using sexually explicit or offensive language or conduct; and obscene gestures. If the chapter committee member violates this policy, either in person or online, they may be removed from the chapter and may be banned from future SCA or chapter events. Please reference SCA's full Code of Conduct here: <https://sca.coffee/code-of-conduct>

Failure to comply with this Code of Conduct and all accompanying references may result in forfeiture of the individual's title and position in the chapter and they may be barred from future chapter election and/or activities.

By signing below, I confirm that I have read, understand and agree to all terms and conditions within this code of conduct.

Print Name

Email address

Signature

Date