Code of Conduct for Authorized SCA Trainers

The Specialty Coffee Association (SCA) Code of Conduct applies to all Authorized SCA Trainers (ASTs) who hold a current and valid AST license and valid certifier license(s). This document is an extension of the SCA Code of Conduct, which can be found on the SCA website: https://sca.coffee/code-of-conduct. As an AST, any inappropriate conduct will be treated with the utmost seriousness and could lead to the AST’s license being revoked or suspended. In the event that an AST’s license is revoked or suspended to a Code of Conduct violation, no refund of license fees will be paid, and the AST may be barred from the SCA for a specific amount of time determined by the SCA. Complaints against an AST will be addressed and should be reported to the SCA’s Director of Human Resources, Leigh Duszynski: leighd@sca.coffee.

ASTs are expected to act in the best interests of the specialty coffee community and must:

- Abide by the SCA mission, vision, purpose and values as explained on https://sca.coffee/about/
- Abide by the AST Agreement
- Behave ethically, honestly and with integrity:
  - Respect fellow ASTs, learners, members, staff, volunteers, creators, coordinators and all participants of SCA Education programs;
- Maintain confidentiality and not misuse personal information;
- Declare any actual or perceived conflict of interest;
- Accurately and truthfully represent their own professional position, qualifications and/or experience;
- Comply with the requirements of SCA Education program relating to training, assessment, examination and administration
- Refer all media inquiries regarding the SCA or the SCA education program to SCA’s Communications Team via email at communications@sca.coffee.

AST AGREEMENT

Attention is drawn to specific aspects of the AST Agreement which refer to conduct of the AST:

Showing favoritism or special treatment to any learner is not permitted. AST’s must never solicit or accept payment, bribes, kickbacks, gifts, other similar remuneration or favors for passing test results. Such actions will be cause for immediate revocation of the AST’s license.
HARASSMENT POLICY

SCA maintains a zero-tolerance policy for harassment, violent behavior, and sexually offensive behavior or actions. This includes, but is 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. Anyone found to be behaving in any way that violates this policy, either in person or online, may be removed from the Association without refund and may be banned from future SCA events including but not limited to AST related activities.

If you experience or witness harassment, threatening behavior, or other inappropriate conduct in any of the online fora below, you are strongly encouraged to contact the moderators listed. You may also reach out to the Director of Human Resources, Leigh Duszynski, leighd@sca.coffee and your complaint will be responded to swiftly.

Please reference SCA’s Code of Conduct and information on reporting harassment or other conduct violations here: https://sca.coffee/code-of-conduct.

ONLINE COMMUNITIES

By joining any of SCA online communities, you agree to abide by our Code of Conduct. The AST Code of Conduct applies to all online communities administered and moderated by SCA staff and volunteer leadership:

- Facebook / Instagram / Twitter / LinkedIn / Google+ / YouTube:
  - Specialty Coffee Association: Moderated by SCA staff: communications@sca.coffee
- Facebook Groups:
  - Authorized Specialty Coffee Association Trainers (ASTs): Moderated by SCA staff: education@sca.coffee

POSTING GUIDELINES

SCA moderators reserve the right to delete, hide and remove posts or any members that violate any of the above guidelines. If you are removed or have a post removed and wish to contest it, you are encouraged to contact the moderator.

Posts on personal social media platforms which may be damaging or harmful to an AST, learner, members, staff, volunteers, creators, coordinators or other participants of SCA Education programs is in conflict with the SCA Mission, Values and Code of Conduct.
CONSEQUENCES OF CODE OF CONDUCT VIOLATION

Failure to comply with this Code of Conduct, and all accompanying references may result in forfeiture of the individual’s AST license and may be barred from future SCA events and/or AST activities.

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

Print Name

Email address

Signature

Date