

## ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

### BEST PRACTICES

The AFL-CIO recently adopted an anti-discrimination and anti-harassment policy and accompanying code of conduct, both of which are binding on all state federations, central labor councils and area labor federations.

You may be wondering how to implement these policies effectively. This guide provides best practices for notifying and training staff, leaders and activists on the labor movement's values and expectations for behavior.

Implementing these policies means making them part of an ongoing conversation about how we conduct the business of our movement. It means creating a dialogue about valuing everyone's leadership and how our culture can enable staff, leaders, activists and members to make their best contributions. It means regularly reinforcing the values these policies enshrine. Implementation requires regular training and consistent reference to the policy and values on which it is based.

#### **BEST PRACTICE NO. 1: TRAIN, TRAIN, TRAIN.**

- ▶ Train all staff when hired and annually thereafter.
- ▶ Orient new executive board members to the policy and code of conduct.
- ▶ Train delegate body annually.
- ▶ Distribute the policy and code of conduct annually, and require staff, officers, executive board members and delegates to sign indicating they have received and read them.

*See the training guide for a suggested outline and format, or contact the AFL-CIO for more information.*

## **BEST PRACTICE NO. 2: INCLUDE REFERENCE TO THE POLICY AND CODE OF CONDUCT IN THE OATH YOUR DELEGATES TAKE WHEN THEY ARE SWORN IN.**

Here's a sample, with added language in italics for emphasis:

I, (state your name), do hereby promise to faithfully perform all the duties of the office to which I have been elected to the best of my ability, and to uphold the constitution and bylaws of this area labor federation/central labor council/federation and of the AFL-CIO. I further promise to deliver all property in my possession belonging to this ALF/CLC/federation to my successor in office and to surrender such property to the president of the AFL-CIO upon official demand. *I pledge to abide by the ethical practices code of the AFL-CIO and the anti-harassment and anti-discrimination policy and code of conduct of this AFL/CLC/federation.*

## **BEST PRACTICE NO. 3: ANNOUNCE AND EMPHASIZE OUR VALUES AND THE CODE OF CONDUCT AT ALL MEETINGS.**

Read this paragraph and introduce the designee:

The AFL-CIO is committed to providing an environment free from discrimination and harassment. We ask all meeting participants to embrace our values of equity and equality, and conduct themselves in this meeting consistent with those values. We have designated \_\_\_\_\_ (insert name) \_\_\_\_\_ as the first point of contact for anyone who thinks they have experienced discriminatory, harassing or otherwise unacceptable behavior, and we urge you to contact (him/her) if you have any concerns.

## **BEST PRACTICE NO. 4: INTEGRATE THE CODE OF CONDUCT INTO YOUR STATE FEDERATION CONVENTION AND ANY REGULAR CONFERENCE OR ANNUAL MEETINGS AT THE CENTRAL LABOR COUNCIL/AREA LABOR FEDERATION.**

Here are some easy ways to highlight the policy and code of conduct in your convention proceedings:

- ▶ Print the code of conduct in your convention book.
- ▶ Print the statement of values (the paragraph above or something similar) on the back of every participant's nametag, or distribute it on a card to participants at registration.
- ▶ Announce the code of conduct and introduce the designee at the beginning of each day.
- ▶ Offer training that highlights the importance of building an equitable culture as part of the convention workshop lineup (the AFL-CIO can help with curriculum and propose facilitators).