



Policy Title	Civility at Workplace Premises		
Policy Number	15	Effective:	03/05/2020

I.

**PURPOSE**

Clean Power Alliance of Southern California desires to engender a safe, productive, and harassment-free workplace for its staff on its Premises.

II.

**DEFINITIONS**

1. **“Board”** means the Board of Directors of CPA.
2. **“CPA”** means the Clean Power Alliance of Southern California.
3. **“Governing Body”** means the Board, or committees, boards, or commissions that may be established by the Board, from time to time, pursuant to Section 5.9 of the Joint Powers Agreement.
4. **“Joint Powers Agreement”** is the agreement made and entered into as of June 27, 2017, as amended from time to time, forming CPA and defining its powers and responsibilities.
5. **“Premises”** means CPA’s offices and the surrounding areas including the lobby, hallways, and elevator leading into CPA’s offices, which are nonpublic forums used specifically for the purpose of conducting CPA business.

III.

**RULES OF CIVILITY AT WORKPLACE PREMISES**

1. **Civility.** This Policy relates to interactions between CPA staff, Board members, advisory committee members, and members of the public on the Premises.
  - a. Threats of violence or of harm to person or property will not be tolerated.
  - b. Any behavior that disrupts or threatens to disrupt CPA operations, including any of the following will not be tolerated:
    - i. Insulting, demeaning, intimidating, or offensive communications.
    - ii. Harassment or intimidation of any CPA staff, any member of the Board, or member of the public.
    - iii. Willful destruction or damage of property of any kind situated at or near CPA’s Premises, including the building where CPA’s Premises are located.
    - iv. Conduct that is intended to or threatens to provoke a violent reaction.
    - v. Conduct that violates the rules of the building or landlord where CPA’s Premises are located.
    - vi. A continuing pattern of disruptive behavior.

2. Enforcement Protocols.

- a. Official Warning. If a Board member, advisory committee member, and member of the public violate this Policy, CPA will issue an oral warning and provide that person with a copy of this Policy before taking further action unless the behavior of the person requires a more serious response. This warning, which should clearly identify both the offending behavior and potential consequences that will arise if such behavior persists, will provide the person with an opportunity to adjust his/her conduct before CPA takes subsequent action.
- b. Subsequent Action.
  - i. For Members of the Public:
    - 1) Suspension from CPA's premises. If this person continues to violate this Policy after an official warning, CPA will request the individual leave CPA's Premises for a short period of time.
    - 2) Cease-and-Desist Letter. If a member of the public continues to violate this Policy after an official warning or brief suspension, CPA will respond by sending a "cease-and desist" letter. The letter will identify both the prohibited conduct and CPA's potential remedies. A "cease-and-desist" letter will put this person on notice of the potentially serious consequences of his or her conduct.
  - ii. For Board or Advisory Committee Members. If a Board or advisory committee member continues to violate this Policy after an official warning, CPA will send a letter to the jurisdiction which appointed the Board or advisory committee member identifying the offending behavior, the dates of the official warning, and other relevant information regarding the conduct.

V.

**RESERVATION OF RIGHTS**

Nothing in this Policy precludes CPA from taking any additional lawful action where warranted. This Policy is not intended to be an exhaustive list of all rights or actions CPA may take or that are available to CPA. No action or inaction by CPA will constitute an implied or express waiver of any provision of this Policy. CPA expressly reserves all rights.