

## Trillium Miata Club

### Code of Conduct

The Trillium Miata Club aims to provide a safe environment in which its members can collectively enjoy ownership of the MX-5/Miata sports car.

To ensure that the above goal is realized, members are required to follow the Code of Conduct guidelines listed below. The Code of Conduct applies to both events hosted by the Trillium Miata Club and external events in which Trillium Miata Club members are representing the club.

#### CODE OF CONDUCT GUIDELINES:

Harassment (including sexual harassment), discrimination, or violence shall not be tolerated

Members are responsible for treating others, including members, guests, and members of the public, with dignity and respect

Members shall not consume or use alcoholic beverages or other substances in quantities that impair conduct or judgment

Members participating in touring events shall drive in a manner that is respectful of both other tour participants and members of the public

#### CODE OF CONDUCT CONTRAVENTIONS:

The Trillium Miata Club shall respond to Code of Conduct contraventions using the following process:

##### 1. Complaint Escalation

Code of Conduct contraventions may be escalated to any elected member of the Club Executive. Complaints must be made in writing (email is acceptable) within a week of the incident.

##### 2. Club Executive Complaint Review

Code of Conduct contraventions shall be investigated by a committee comprised of at least three elected Club Executive members. The investigation shall determine if a Code of Conduct contravention did occur and assess its severity. The investigation may include interviewing the reported member(s), identifying additional witnesses, interviewing additional witnesses, and collecting past related contraventions. The committee shall conclude the review within a month of the complaint escalation on a best effort basis.

##### 3. Complaint Remediation

If the committee determines that a Code of Conduct contravention did occur, the reported member(s) shall face one of the following penalties: Written Warning, Exclusion from specified club events, or Suspension from the club. The committee shall endeavor to apply penalties in a consistent manner based on the severity of the incident. The complainant and reported member(s) shall be advised of the remediation in writing.

Revision Date: April 3, 2022