



NHDP CODE OF CONDUCT

MISSION

The New Hampshire Democratic Party (NHDP) is dedicated to providing an environment free from discrimination, bullying, and harassment. The NHDP will not tolerate discrimination, harassment, or bullying of any kind on account of a person's race, gender, sex, gender identity and expression, sexual orientation, disability, color, ethnicity, ancestry, age, national origin, immigration status, religion, creed, marital status, familial status, economic status, or domestic or sexual violence victim status, role within the overall NHDP organization, or any other basis protected by the values of the Democratic Party.

In recognition of the various ways in which Democrats now interact, both in person and electronically, this policy shall be applied to include every interaction between or among State Party members and shall be equally applicable to every member of the NHDP. This includes staff, elected officials, appointed officials, candidates and their staff, and all volunteers.

DEFINITIONS

To aid all members in achieving a common understanding of what is deemed inappropriate behavior, the following definitions are provided.

Discrimination is the prejudicial treatment of an individual based on the ways in which they self-identify and other personal statuses listed in any of the categories above.

Bullying is an action or series of actions intended to demean, insult, intimidate, or humiliate an individual, whether there are others present or not. Bullying can be verbal, physical, social, or economically threatening. This may include, but is not limited to, name calling, threatening to cause physical or social or economic harm, spreading rumors, embarrassing someone in public, or making any type of unwanted physical contact.

Harassment is conduct that is perceived to be threatening, terrorizing, or coercive, in a single instance or repeatedly. This may include, but is not limited to, offensive remarks, slurs, epithets, ridicule, gestures; stalking; retaliation; or advocating of any of these or similar behaviors.

CONFLICT AND DISAGREEMENT

Conflict and disagreement are a natural part of human interaction, and are not inherently discrimination, bullying, or harassment. In fact, conflict and disagreement can often lead to deeper consideration and understanding of an issue and new creative solutions. Problems of discrimination, bullying, and harassment can arise in the manner of expressing the conflict or disagreement. While not in any way an exhaustive list, the following communication guidelines may help maintain civil discourse.

Guidelines for Good Communication

- Use 'I' Messages - For example: "I disagree with that position" rather than "you are wrong."
- Take Space, Make Space - Speak up and give others the chance to speak up as well.
- Sit with an Idea that you do not love - Seriously consider an idea or comment rather than responding with a knee jerk reaction.
- Assume Good Intentions - We are all Democrats working within Democratic values to achieve Democratic goals.
- Be Considerate of Time - Take the work and home schedules and multiple commitments of others into consideration when stating your expectations for their response. Refrain from very early or late contact, unless permission has been given or the situation is a bona fide emergency.
- Always On - Our responsibilities as party members apply not only to our interpersonal conduct but also to our conduct in communications, including electronic means, and with the media in all its forms.

Here is a checklist of questions you should ask yourself as you communicate internally or externally:

- Could what I am intending to do, say, or write (in any format) be taken as intimidation, harassment, or bullying?
- Is what I plan to say or write the truth?
- Am I acting in the Democratic Party's best interests?
- Is what I am doing compliant with electoral law?
- Is what I am doing compliant with data protection standards?
- Is what I am doing in line with our Plan of Organization and the spirit of the Democratic Party Platform?

MAKING A COMPLAINT AND RESOLUTION PROCESS

If you have been the recipient, or have witnessed behavior, of what you deem to be discrimination, bullying, or harassment, you may file a complaint as detailed:

- Informal Communication - If you see inappropriate behavior, speak up politely to the actor. If the bad behavior continues, move to the next step and file a complaint as explained below. If you are uncomfortable doing so, you may continue to the next step
- Bring the behavior to the attention of the Executive Director, henceforth known as "Conflict Resolution Leader" for the purposes of this document. If the behavior relates to the Executive Director, the behavior should be brought to the attention of the Chair. After a discussion with that conflict resolution leader, they may request that you submit an incident report.
- A written complaint may also be submitted by physical mail, electronic mail, or fax, but not by text or phone. A physical written complaint may be sent to the NHDP headquarters at 105 North State Street, Concord, NH 03301. Electronic written complaints may be sent to the email conduct@nhdp.org.
- The Conflict Resolution Leader will discuss with the complainant as to whether the event warrants a discussion with the alleged offender or, in more serious cases, an

investigation. Regardless of the received or witnessed behavior, the Conflict Resolution Leader reserves the right to contact NHDP legal advisors. In extremely serious cases involving illegal behavior, the Conflict Resolution Leader may give the option of calling 911.

- If the received or witnessed behavior is serious enough to warrant an investigation, the Conflict Resolution Leader may appoint a 3-person panel to investigate the event. The Panel will work with the Conflict Resolution Leader to decide a resolution within 2 weeks of being appointed.
 - The Conflict Resolution Leader will follow up with the complainant and with the alleged offender in writing. Optional conversation may follow, at the discretion of the Conflict Resolution Leader.
- If the offense is related to NHDP officers or officials of the Democratic Party, then the report should be made to any member of the Executive Committee, in consultation with State Party counsel, and the official in question shall be recused from any role in any further Party proceedings on the related matter until the matter has reached a conclusion.
- If the offense is related to an employee of the NHDP, the employee handbook and remedies therein will supersede those laid out in this document.

RANGE OF POTENTIAL RESOLUTIONS

Following the conclusion of the above complaint and resolution process, one or more of the following resolutions may be deemed appropriate and useful:

- If the complaint is considered to be unfounded, parties will be informed and the reason(s) for the decision shall be explained. A facilitated conversation between/among the parties may be arranged, at the discretion of the party facilitating the complaint.
- If the complaint is considered to have merit, and this is the first reported instance of discrimination, bullying, or harassment by the accused person, any communication between/among the parties will be curtailed for a period of 3 days.
- If the complaint is considered to have merit and this is the second inappropriate action committed by this person, any communication between/among the parties will be curtailed for a period of 2 weeks. This excludes attempts at conflict management facilitated by a mediator, as deemed necessary by the outcome of the investigation.
- If the complaint is considered to have merit and this is a third (or more) inappropriate action committed by this person, further communication will be allowed only between the offending person and the Chair and/or the Executive Director.
- During any curtailment of communication, the Chair and Executive Director are available for needed consultation to both parties.
- The investigating panel, the Conflict Resolution Leader reserves the right to refer the matter to the legal system if appropriate. This would likely occur only in the rare situations involving physical assault, sexual assault, theft, or any other matters of illegal activity.

FOLLOW UP

- This Code of Conduct will go into effect after review and approval from the NHDP Legal Counsel, and formal approval from the NHDP Executive Committee.
- This Code of Conduct will be widely distributed to all NHDP committee and caucus members, with particular ongoing attention to newcomers.
- This Code of Conduct will be available to the public on the NHDP website.
- This Code of Conduct will be reviewed every 2 years to ensure its mission is continuously fulfilled and remains relevant.

Passed by NHDP Executive Committee: 6/23/2021