

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

STAKEHOLDER MEETINGS CODE OF CONDUCT**CODE OF CONDUCT**

The Los Angeles County Department of Mental Health (DMH) strives to include a full range of diversity, including but not limited to age, citizenship, disability, ethnicity, gender or gender identity, genetic information, national origin, race, religion, sex, sexual orientation, veteran status, or other characteristics its Community Planning Process (CPP).

This Code of Conduct is designed to provide a safe, productive, and welcoming environment that promotes freedom of expression and open communication for all, free from offensive, disruptive behavior. Individual speakers will be allowed three minutes to provide public comments.

Expectations

Participants are expected to:

- Exercise professionalism at all times
- Maintain a calm, non-threatening demeanor
- Be respectful
- Listen actively
- Be collaborative
- Communicate openly
- Respect diversity, including communication differences
- Be aware of language diversity
- Handle disagreement constructively
- Critique ideas rather than individuals
- Act fairly, honestly, and in good faith with other participants
- Refrain from harassing speech and other harassing behavior

Abiding by these guidelines helps ensure that all individuals have a positive experience and an opportunity to be involved in stakeholder related meetings free from offensive incidences or behavior.

Unacceptable Behavior

Offensive behavior and harassment of participants in any form is unwelcomed in stakeholder meetings. This includes, but is not limited to:

- Offensive verbal comments
- Sustained disruption of meeting process
- Intimidation
- Interfering with participation opportunities of other attendees

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- Making threatening, slanderous, or disparaging remarks
- Expressing unsubstantiated claims and intentionally misleading or misinforming meeting participants
- Exceeding the three-minute time limit per topic for public comments
- Bullying, defined as unwanted offensive and malicious behavior which undermines an individual or group through persistently negative verbal or psychological abuse
- Any improper or unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person.

Enforcement

Meeting Co-Chairs, DMH management and DMH liaison staff have the right to ensure meeting environments are welcoming for all participants. Individuals who violate these rules will receive progressive notices followed by action if the behavior persists.

Progressive warnings and actions include the following:

- 1. Verbal Notification:** Meeting participants who violate this Code of Conduct will be given a verbal request to stop the offending, inappropriate behavior and are expected to comply immediately.
- 2. Written Warning:** Individuals who receive at least two verbal warnings for inappropriate behavior or repeatedly violate the expectations described in this Code of Conduct will receive a formal written warning. The written warning will clearly outline the violation(s) committed, including the time, date and name of meeting and provide a warning that continued disruptions could result suspension from future meetings and removal from a leadership position, e.g., Chair or Co-Chair if applicable.
- 3. Suspension:** Meeting participants who, after receiving verbal and written warnings, continue to violate this Code of Conduct may be suspended from attending future meetings for up to six months. Co-Chairs who continue to violate the Code of Conduct after receiving verbal notices and a written warning will be terminated from their leadership position.

This code of conduct applies to every individual participating and attending stakeholder meetings, whether as an attendee, speaker, facilitator, guest, DMH staff, contractor or other. It applies to all stakeholder meetings and events, including, but not limited to the Service Area Leadership Team (SALTs), those sponsored by organizations other than SALT that are held in conjunction with SALT events, MHSA Community Stakeholder meetings and ad hoc workgroups, and Underserved Cultural Committees (UsCCs) meetings.

Reporting

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Anyone feeling uncomfortable by another’s behavior should inform the SALT Co-chair or email the MHSA Administration & Oversight Unit at MHSAdmin@dmh.lacounty.gov without fear of retaliation.

Attestation

Initial and sign below:

_____ I confirm I have received, read, and understand the Stakeholders Meeting Code of Conduct.

_____ I confirm I will adhere to the standards set forth in the Stakeholders Meeting Code of Conduct

_____ I understand that my failure to comply with the Stakeholders Meeting Code of Conduct may result in progressive action, including verbal notices, a written warning, termination of Co-chair term, and/or removal or prohibited participation in future meetings.

_____ Print Name

_____ Signature

_____ Date