

Passy-Muir Continuing Education

Professional Conduct and Nondiscrimination Policy

1. Purpose and Commitment

Passy-Muir is committed to creating and maintaining a learning environment that is inclusive, respectful, and professionally enriching for all participants. This policy outlines Passy-Muir's expectations for professional conduct and its firm commitment to nondiscrimination and equitable treatment for all individuals.

2. Professional Conduct Expectations

All individuals participating in Passy-Muir continuing education activities are expected to engage in ethical, professional, and respectful behavior. This includes:

- **Ethical Behavior:** Acting with honesty and integrity in all educational and organizational interactions
- **Respect:** Treating others with civility, consideration, and open-mindedness regardless of differences in background or opinion
- **Accountability:** Taking responsibility for one's actions and recognizing the impact they may have on others
- **Confidentiality:** Respecting the privacy of others and maintaining confidentiality when handling sensitive or proprietary information

Unprofessional behavior such as harassment, bullying, disruptive conduct, or retaliation will not be tolerated.

3. Nondiscrimination and Equity Policy

Passy-Muir provides equal opportunity for participation in its continuing education programs without regard to race, color, religion, gender, gender identity or expression, age, national origin, disability, marital status, sexual orientation, military or veteran status, or any other protected class. Passy-Muir adheres to all applicable federal and state regulations prohibiting discrimination based on race, color, religion, gender, gender identity or expression, age, national origin, disability, marital status, sexual orientation, military or veteran status, or any other protected class.

Our policy applies to:

- **Course Participation:** Learners are entitled to equitable access to learning opportunities, materials, and environments
- **Education Course of Conduct:** All learners, participants, employees, contractors, and volunteers are expected to maintain a culture of respect and inclusion
- **Accommodations:** Reasonable accommodations will be provided as set forth in our Accommodations Policy.

4. Policy Communication and Accountability

To uphold these values, Passy-Muir:

- Distributes this policy to all instructors, course planners, staff, and vendors prior to course development or delivery
- Requires all individuals involved in CE activities to adhere to this policy
- Provides copies of the policy upon request to any interested party

5. Webinar Code of Conduct

As a reminder to participants who attend our webinars, we post the following Webinar Code of Conduct for all participants:

Webinar Code of Conduct

Welcome to our webinar. To ensure a professional, respectful, and productive learning environment for all participants, we have established the following Code of Conduct. By participating in this webinar, you agree to abide by these guidelines for all communications, whether verbal, Q&A, Chat, email, or other means. Violation of this code may result in removal from the webinar without the award of continuing education units (CEUs).

Professional Conduct and Respect

- **Respectful Interaction:** Treat all speakers and participants with respect. Disrespectful, harassing, or discriminatory behavior or communication will not be tolerated.
- **Professional Language:** Use appropriate and professional language at all times. Inappropriate remarks, jokes, or off-topic communication are strictly prohibited.
- **Active Engagement:** Participate actively and constructively in discussions and activities.

Confidentiality and Privacy

- **Privacy:** Respect the privacy of all participants. Do not share personal information without consent.
- **Content Sharing:** Do not record, share, or distribute webinar content without explicit permission from the organizers.

Inclusivity

- **Inclusive Language:** Use language that is inclusive and considerate of diverse backgrounds and perspectives.
- **Accessibility:** If you require accommodations to participate fully in the webinar, please notify the organizer.

Professional Integrity

- **Medical Advice:** The content of the webinars is not medical advice and not a substitute for your professional judgment and responsibility to diagnose, treat, monitor, and ensure

the safety and wellbeing of patients under your care.

- **Intellectual Property:** Respect copyright laws and intellectual property rights. Do not share copyrighted material unless you have permission to do so.

Enforcement and Consequences

- **Monitoring:** Our team will monitor compliance with this Code of Conduct throughout the webinar.
- **Violation Consequences:** Participants violating this code may be warned or removed from the webinar at the discretion of the speaker or organizers. Individuals removed for violating this Code will not receive CEUs for the course.
- **Reporting Violations:** If you observe behavior that violates this Code of Conduct, please report it to the webinar organizers immediately.

Passy-Muir is committed to providing a professional learning environment in all our webinars. We believe that adherence to this Code of Conduct is essential for ensuring a productive and respectful experience for everyone. Thank you for your cooperation and participation.

By joining this webinar, you are agreeing to adhere to this Webinar Code of Conduct.

6. Reporting and Resolution

Anyone who experiences or witnesses behavior that may violate this policy is encouraged to report it promptly. Reports may be submitted to the CE Administrator via:

Email: education@passymuir.com

Phone: (949) 833-8255

Mailing Address:

Passy-Muir, Inc.

Attn: CE Administrator

17992 Mitchell S., Ste. 200

Irvine, CA 92614

All reports will be investigated in a timely and impartial manner. Outcomes may include coaching, mediation, removal from course participation, or termination of contract, depending on the severity of the violation.

6. Continuous Improvement

Passy-Muir reviews this policy annually and after any reported incident to ensure its effectiveness and alignment with best practices. Input from stakeholders is welcome to improve our commitment to inclusion, professionalism, and fairness.

By adhering to this policy, Passy-Muir fosters a learning community where diverse perspectives are welcomed, respectful dialogue is encouraged, and every participant can thrive.