



HISPANIC NATIONAL BAR ASSOCIATION

HISPANIC NATIONAL BAR ASSOCIATION CODE OF CONDUCT

Purpose

The Hispanic National Bar Association (HNBA) strives to create a professional environment for all members, and to build a community free of discrimination in accordance with its Nondiscrimination Policy. HNBA seeks to have its members, volunteers, guests, and employees treat all individuals with dignity by upholding the values of fairness, equality, and respect for the rights of others. These values are expressed in the manner in which HNBA members, volunteers, guests, and employees conduct themselves. This Code of Conduct (Code) expresses these values through professional standards of conduct to establish:

- Our shared values as an organization;
- Our expectations for all persons at conferences and events; and
- The consequences for violating the Code.

Values

HNBA is a nonprofit, nonpartisan, national organization that values fairness, equality, respect for the law, and high standards of integrity, honor, and professional courtesy among its members and within the legal community.

Applicability

This Code is applicable to all HNBA members, volunteers, employees, and persons attending HNBA events, including conferences and events sponsored by any HNBA Region, Division, Section, or Committee. The Code applies to all such events co-sponsored by HNBA. This Code also applies to persons while conducting HNBA business. This Code does not apply to situations over which HNBA has no control, such as conduct occurring outside of HNBA events or co-sponsored events, or when no HNBA business is conducted. Revisions to this Code, which may be made at any time, will be posted on the HNBA website.

Expected Conduct

All persons at HNBA events and conferences, including members, staff, volunteers and, guests,¹ shall abide by these guidelines:

- Act in a professional manner by being respectful and civil to members, staff, volunteers, speakers and other program attendees;
- Promote an inclusive environment by treating others in a professional manner, regardless of differences; and
- Encourage conversation while tolerating all opinions and persons participating in discussions.

To foster an environment of mutual respect among our members, staff, volunteers, and guests, it is expected that all persons at HNBA events and conferences or conducting HNBA business, refrain from:

¹ The term “guests” as used throughout this Code includes all non-members of HNBA, such as speakers, vendors, media representatives, commentators, exhibitors, sponsors, and volunteers.

- harassment, including sexual harassment (defined as unwelcome sexual touching or other physical behavior, unwelcome sexual communications, including comments, threats and demands of any kind, and interference with HNBA business on account of sex), discrimination or bullying in any form;
- making a frivolous complaint to harass another person;
- abuse of drugs or alcohol,² including any unlawful activities, which may imperil the health or well-being of anyone, or compromise the safety or reputation of HNBA;
- soliciting for any outside political or personal interests, including the distribution of any such materials, without the express permission of HNBA;
- creating a conflict of interest (or the appearance of a conflict) between personal, business, or financial interests and those of HNBA;
- representing that HNBA has a position on any issue without appropriate authority or that does not conform to an official position of HNBA;
- using the name, logo, endorsement, services, or property of HNBA, except in conformance with HNBA policy or with HNBA approval;
- retaliating against anyone who seeks advice from, raises a concern with, or makes a complaint to the HNBA; or
- acting (in person, writing, online, or via social media sites) in any manner that is contrary to the best interests of HNBA or that may or does damage the reputation of HNBA.

Reporting Violations

HNBA encourages complaints, concerns or inquiries regarding illegal practices or violations of the HNBA's policies and this Code. Anyone with a concern about an HNBA member, staff, volunteer, or guest should report the concern to the HNBA Chief Compliance Officer (chiefcomplianceofficer@hnba.com). Concerns can also be reported to the HNBA Chief Operating Officer, Executive Director (COO ED), or a member of the HNBA Board of Governors (Board), who shall promptly report the matter to the Chief Compliance Officer and the President or other appropriate personnel depending upon the concern and individuals involved.

The HNBA prohibits retaliation against anyone making a good faith complaint under this Code or for participating in a review or investigation relating to same. The HNBA may investigate complaints, concern or inquiries and take appropriate remedial measures. All complaints, concerns or inquiries will be kept confidential to the extent possible. Persons lodging complaints may be informed of a resolution at the discretion of the HNBA.

Discipline

HNBA members who violate the Code may be censured, suspended, or expelled from membership, or otherwise disciplined in accordance with this Code, the HNBA bylaws, and any applicable policy or procedure. Membership may also be suspended or terminated if a member is professionally disciplined as articulated in the HNBA bylaws. HNBA employees who violate the Code may be disciplined by HNBA after investigation. HNBA reserves the right, notwithstanding anything in this Code of Conduct, to expel a person attending an HNBA event, without a registration refund, at the discretion of the Executive Committee if suspected violations involve imminent or actual harm. Persons who are not HNBA members and who violate the Code may be excluded from participating in future HNBA events and conferences, at the discretion of the Executive Committee.

Members who are determined to have violated the Code will receive written notice of at least seven days of an Executive Committee meeting at which the member may be heard and offer

² HNBA may offer "Friends of Bill" AA Meetings at its conferences for those interested in participating.

evidence to support that discipline is not warranted. Censure (to include exclusion from HNBA events), suspension, termination of membership, or other discipline, as may be recommended after an investigation, by the Executive Committee after the presentation of evidence shall be for good cause and by majority vote.

Reinstatement

A member who has been disciplined, censured or suspended will regain full membership privileges at the conclusion of the specified term. A member who has been expelled and wishes to be reinstated shall complete a new membership application, and explain why membership should be reinstated. The Executive Committee will review the application, seek further information, if needed, and approve or deny reinstatement. The Executive Committee may reinstate a member who has corrected, rectified, resolved, or otherwise addressed the conditions or events leading to the expulsion. The Executive Committee must find that the applicant meets membership eligibility requirements, and that reinstatement will not reflect adversely upon the reputation of HNBA. The Board has final authority over the applicant's reinstatement. Persons who are not HNBA members and who have been excluded from HNBA events and conferences may resume attendance at the conclusion of the exclusion period or, if exclusion is permanent, may petition the Executive Committee for redress by contacting the Chief Compliance Officer or the General Counsel.

By checking this box, you agree to abide by the terms and conditions of the HNBA's Code of Conduct or that you have express permission to check this box and bind the person on behalf of whom you are submitting this document.