**Guidance for A.T. Partners on**

**best practices for Esablishing or Updating**

**a Code of Conduct**

# Background

Appalachian Trail (A.T. or Trail) volunteers — enabled through volunteer service agreements and supported through a network of shared stewardship known as the Cooperative Management System — are part of a whole system of volunteers. The collective ecosystem of partners and people, working together, complete the function of keeping the Trail alive.

The aim of this approach is to provide an environment for volunteers that is safe, inclusive, just, fair, and consistent, and sets an expectation for professional behavior among all volunteers.

Because volunteers may work across various organizations, consistent expectations related to conduct and behavior eliminates confusion. By sharing common standards of acceptable behavior, A.T. partners offer a unified and respectful experience for people choosing to contribute their time and talent as volunteers.

A code of conduct safeguards an organization by providing clear expectations, a framework to investigate complaints, support for efficient and effective issues management, and may provide available options to correct behavior. Effective codes of conduct are part of an effective volunteer retention plan.

# Purpose of a Code of Conduct

A Code of Conduct conveys expectations to participants of acceptable behavior. Administering a Code of Conduct defines roles and responsibilities related to investigation and mitigation of reported misconduct.

Establishing or updating a Code of Conduct helps ensure that the process is clear and easily understood by all, and it prevents conflicts of interest or ad hoc strategies from derailing resolution or sowing mistrust in the decision.

# Best Practices in Establishing or Updating a Code of Conduct

## Defining Values and Behavior

Organizational mission and vision contribute to the values of an organization. Stated, these values represent the experience people who interact with your organization will expect. Furthermore, guidelines the organization follows related to following laws, integrity, ethics, or professionalism are also important to convey.

**One of Many:** As an organization coordinating volunteers on behalf of the Appalachian National Scenic Trail, there are *Standards of Conduct*, as well as Volunteer Rights and Responsibilities that should guide and unify the experience of A.T. volunteers.

## Outline the Scope of the Code of Conduct

**To Whom Does it Apply?** At a minimum the Code of Conduct applies to individuals volunteering for the A.T. but likely applies across the organization. This Code of Conduct may apply to all club members, guests, and visitors.

**When and Where Does it Apply?** Consider:

* Physical locations, such as: trails, office buildings, shelters, trailheads, campsites, club houses, visitor centers, etc.
* Activities that draw people together such as trips, events, programming, trainings, meetings.
* Asynchronous activities such as written communication, including online and social media.
* Other instances or locations where people operating within the code may be representing the organization or the A.T. Cooperative Management System of partners.

## Include Volunteer Rights and Responsibilities

This list is assembled from NPS, USFS and ATC expectations for volunteers’ experiences. This list is what is standard for all A.T. volunteers and should be conveyed to people as part of their orientation with any organization coordinating volunteers for the A.T.

|  |  |
| --- | --- |
| Volunteers have the right to: * *be treated with respect,*
* *have a workplace free of harassment, discrimination, or hostile conditions,*
* *receive a suitable assignment,*
* *receive training and necessary support,*
* *have qualified supervision,*
* *have safe working conditions, and*
* *have their time used effectively.*
 | Volunteers have the responsibility to: * *make safety the highest priority,*
* *act in a professional manner,*
* *treat others with respect,*
* *follow Trail policies and guidelines,*
* *participate in and learn from training sessions and meetings,*
* *perform high quality work,*
* *care for Trail resources, as well as*
* *seek and accept guidance and support.*
 |

## Offer Examples of Standards of Conduct

By providing consistent expectations related to conduct and behavior, the organization’s code of conduct eliminates confusion in its implementation. It is unlikely that provided lists will cover every possible circumstance, but by providing examples of what is and isn’t consistent with the volunteer rights and responsibilities as well as the code of conduct, leaders within the organization administering investigations and working toward resolutions are aided by the clarity offered in these lists.

**Examples of appropriate behavior**

Individuals will:

* Welcome all people and actively seek new members, supporters, stewards, and constituents.
* Uphold a community built on respect, encouragement, and opportunity for all, where issues are addressed in a calm and professional manner.
* Conduct and participate in activities with safety as the highest priority, while minimizing risk and impacts.
* Respect our natural and cultural resources and the ways that other people connect with one another and the A.T.
* Avoid conflicts of interest.
* Stay informed of the land manager(s) policies and regulations, including guidelines and recommendations.
* Represent the A.T. and cooperative management system in a professional and respectful manner.

**Examples of Inappropriate Behavior or Misconduct**

The following is not an exhaustive list, but provides examples of misconduct individuals should avoid:

* Unwelcome, discriminatory, or exclusionary behavior toward others of any kind based on identities including, but not limited to, race, ethnicity, gender identity, gender expression, sexual orientation, physical ability, mental ability, neuro(a)typicality, physical characteristic, socioeconomic background, nationality, age, religion, or beliefs.
	+ This includes but not limited to unsolicited judgments on a person’s lifestyle choices and practices: things like appearance, food, health, and parenting.
* Physical or sexual assault, including violence or threats of violence toward others.
* Harassment that is sexual, psychological, and/or physical. Harassment may be verbal, physical, digital, deliberate, unsolicited, or unwelcome.
	+ This includes but not limited to physical contact without consent and/or a refusal to honor a request to stop.
* Failure to prioritize, or willful disregard for, personal and group safety during participation in activities, whether through disregard for stated policies and rules or through negligence.
* Disregard for Leave No TraceTM principles and/or for the rules and regulations of the land manager.
* Failure to interact with or represent Cooperative Management partners in a professional and respectful manner.
* Stalking
* Illegal or unethical activity while participating in club activities.
* Misuse, misreporting, or embezzlement of club project funds or other assets.

## Reporting Misconduct

Volunteers should have obvious ways to report misconduct. Methods for reporting should be described on the website and/or through orientation materials.

While volunteers may be encouraged to discuss issues that arise with others in an open way to help lead to improved communication and stronger working relationships, this approach isn’t always an option or successful because of power dynamics. Making recommendations to resolve the issue at the lowest level possible is fine but it is not a substitute for a formal grievance process to report misconduct.

Any illegal conduct should be reported to the appropriate authorities.

### Grievance Process: Reporting Options and Receipt

Offer multiple avenues for communication, such as:

* a contact and their phone number (like trail supervisor, club president, volunteer coordinator),
* a shared email address (like report@atclub.org) received by a couple members of a response team,
* a form with shared access with submissions emailed to a couple members of a response team
* an address to send a letter

When providing a form or collecting information about the alleged breach of code, be sure to collect the following:

* Person making the report: Name and contact information
* Type of misconduct
* Name of person(s) breaching the Code of Conduct
* Date, time, and location of incident
* Details of incident
* Names of any witnesses and contact information if known
* Organization sponsoring/hosting the event, if applicable

Anyone may select to use the [ATC Misconduct Reporting Tool](https://appalachiantrail.org/a-t-network-misconduct-reporting-tool/) because they identify as A.T. volunteers and/or when a means of reporting through the host organization is not obvious. A.T. volunteers may also file a grievance through a federal agency partner’s reporting process. *A.T. Network Standards of Conduct & Reporting* shares more information about methods for submitting suspected misconduct.

Any person privy to the communication from the complainant must practice discretion: the identity of the complainant and other alleged involved parties are kept confidential to everyone but the person(s) who received the report and the investigation team during the course of the investigation and any subsequent determination and resolution.

### Set Process for Report Receipt

To prevent any submitted grievance from languishing, set a standard timeframe for response (e.g. 5-days, 2-weeks) that is reasonable for the person leading the investigation team to send confirmation of the receipt of the misconduct report. The notification of the receipt indicates that work is beginning on an investigation, and may, in part, begin the process of more information gathering.

## Investigation and Resolution

### Define Who Serves on Organization’s Investigation & Resolution Team

Designate in the Code of Conduct for your organization the titles of individuals who are responsible for the investigation and determination of any received grievances. Define who within that group serves as the leader/convener. The Investigation and Resolution Team should be at least three people but not more than five. The make-up of the team could include a land management partner, when appropriate. Be clear if this team investigates *and decides* resolution, or if this group investigates and makes recommendations on a resolution to someone who makes the final decision.

A.T. Clubs have the option of engaging an outside resource (ATC or an adjacent club) to conduct the investigation. The resolution based on the investigation would still rest with the host organization. This option is helpful when the burden of managing issues is high or to eliminate the potential for conflicts of interest in small groups. To request outside assistance with an investigation, reach out to ATC’s Program Director for Volunteer Relations.

### Issue Investigation Process

This section outlines the process to support the Code following a complaint. The goal of this step is to provide an objective and fair analysis while maintaining process integrity and individual privacy as much as possible. This provides the framework to ensure that each complaint is taken seriously.

The investigation team will strive to resolve complaints as quickly as possible.

Describe the steps of the investigation. These will include:

* Interviewing complainant, witnesses, and the accused.
	+ Designated members of the group will speak separately with the complainant(s) and the respondent(s).
* Reviewing statements, written material, digital evidence, etc.
* Examining/checking bias of investigators to provide objective study of findings.
* Assessing facts against established standards for behavior in the code of conduct.
* Record keeping of meetings to reach determination, stored in a confidential manner.
* Submitting formal findings and offering recommended resolution(s) to decision maker(s).
* Action steps by organization in response to planned resolution.

### Statement on Protection from Retaliation

A code of conduct is a recognition that marginalized people’s safety is important, and that a grievance reporting process is the foundation for accountability and resolution.

Despite every effort to protect the identity of complainants, often the issues under scrutiny may become obvious to the accused. Retaliation in any form, and by any person, is itself a breach of the code of conduct. An organization’s values and code of conduct should encourage and protect people reporting. The protection against retaliation extends to those whose allegations are made in good faith but prove to be mistaken.

## Decision and Resolution

At the conclusion of the investigation, a decision will be made by the group as to the need for any discipline, including but not limited to education, mediation or counseling, loss of membership, exclusion from activities, revocation of leader or volunteer status, termination of employment, or legal prosecution.

When a final decision has been made, plan for who does what to communicate the decision, plan and carry-out any corrective action, as well as share information to ATC and land managers. These steps likely include:

* Inform the complainant(s) of the investigation’s outcome and appeals process.
* Inform the respondent(s) of the outcome, along with any other associated next steps, if necessary. Include information on the appeals process.
* Report to ATC the nature of the complaint and the resolution or planned/taken action as a result. Share with ATC even if the complaint was unfounded or discredited.

The land management partner holding the volunteer service agreement makes decisions for any action related to the standards and principles they follow for volunteers managed under their agreement(s).

## Appeals Process

Define what process is in place for appeals by either the complainant or the accused after the investigation process is complete. The structure of knowing in advance if, when, and how appeals will be processed aids navigating the request when/if it arises.

## Limitations and Modifications

Clubs enacting their own Code of Conduct acknowledge that the Code will not cover every possible circumstance.

Modifications to the Code will be made as necessary. Adaptations should meet a predetermined standard, such as a majority vote among members.

## Appendix

Include your land manager policies related to grievances reporting.

Include a link to the A.T. Network Standards of Conduct and Reporting

# Metrics and Shared Culture of Care

The Appalachian Trail Conservancy is committed to tracking metrics, without identifying personal information, for the purpose of knowing when incidents occur in the A.T. network and tracking resolution. Through tracking and analysis, management tools, educational opportunities, and support for building inclusive spaces can be formed or adapted.

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intentionally blank.

Find a Template for a Code of Conduct on the following pages.

# Code of Conduct for {Organization}

For this template. **Black text** is for titles of sections. Green text is suggested content; you can change the text color to black when you decide to retain it. Red text are areas that need specific input from your organization.

Introduction

The purpose of this code of conduct is to provide a framework of support to members, volunteers, and organization leaders maintaining a culture that is safe, ethical, and responsible.

Values Statement

{Organization name}’s mission is to….

{Organization name}’s vision is to….

Values that contribute to people’s experience of our organization include:

Our organization is also guided by laws, integrity, ethics, and professionalism expected of A.T. partner organizations as outlined in the A.T. Network Standards of Conduct. As an organization coordinating volunteers on behalf of the Appalachian National Scenic Trail, we recognize that shared values are the foundation to the collective work necessary to support the A.T.

As a public asset, the Trail is for all of us and everyone should have an opportunity to care for, advocate for, and recreate on the A.T., in a way that is relevant to them in keeping with the A.T.’s nature and purpose as outlined in the [Appalachian National Scenic Trail Foundation Document](https://www.nps.gov/appa/getinvolved/upload/APPA-Foundation-Document-2015.pdf), [A.T. Comprehensive Plan](https://www.nps.gov/appa/learn/management/upload/compplan_web.pdf) and [ATC Policies](https://appalachiantrail.org/our-work/conservation/conservation-and-trail-management-policies/) related to A.T. Experience.

*“When people have meaningful experiences outdoors their quality of life, health, and social wellbeing improve, and in turn their communities become stronger and more sustainable.”* Rethink Outside

The partners of the A.T. Cooperative Management System including our organization, share a commitment to justice, equity, diversity and inclusion, as well as dedication to professional performance of A.T. duties. Together, we aspire to cultivate greater strength and resilience within and beyond our individual organizations as we work to manage and protect the Trail forever for all to enjoy.

The framework for setting standards of care outlined in this document are in place to guide behavior on and off the Trail and inspire a shared responsibility not just to the land but also to each other.

Alignment with Laws

Our organization believes in, uphold, and ethically value Federal Human Rights Laws.[[1]](#footnote-2) According to the law, protected status includes race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (any), disability, genetic information (including family medical history), status as a parent, marital status, or political affiliation. Under the law, protected activities include reporting harassing, discriminatory, or retaliatory conduct; filing a claim of harassment; supplying evidence in any investigation; or intervening to protect others who have suffered harassing misconduct, discrimination, or retaliation.

We encourage people of all identities to feel a connection to the A.T., to recreate on it, and to steward it safely and responsibly. While many maintenance and natural resource activities require little to no previous experience, for safety reasons, some tasks require participants to meet certain physical and cognitive criteria.[[2]](#footnote-3) We endeavor to match all volunteers with a task that benefits the club and the volunteer, and offer appropriate training in a timely fashion.

A.T. Network partners are encouraged to establish [eligibility requirements to convey clear expectations and to reasonably account for modifications, when possible.](https://appalachiantrail.org/wp-content/uploads/2020/05/atc-eec-revised-2020.pdf)

## Outline the Scope of the Code of Conduct

This Code of Conduct applies but is not limited to individuals volunteering for the A.T., our members, guests, employees, interns, and visitors.

**The code of conduct applies to**:

* Physical locations, such as: trails, office buildings, shelters, trailheads, campsites, club houses, visitor centers, etc.
* Activities that draw people together such as trips, events, programming, trainings, meetings
* Asynchronous activities such as written communication, including online and social media.
* Other instances or locations where people operating within the code may be representing the organization or the A.T. Cooperative Management System of partners.

Overall, the code of conduct applies to interactions that occur across our organization’s operations.

Volunteer Rights and Responsibilities

We recognize the rights and responsibilities of volunteers working for the benefit of the Appalachian Trail.

|  |  |
| --- | --- |
| Volunteers have the right to: * *be treated with respect,*
* *have a workplace free of harassment, discrimination, or hostile conditions,*
* *receive a suitable assignment,*
* *receive training and necessary support,*
* *have qualified supervision,*
* *have safe working conditions, and*
* *have their time used effectively.*
 | Volunteers have the responsibility to: * *make safety the highest priority,*
* *act in a professional manner,*
* *treat others with respect,*
* *follow Trail policies and guidelines,*
* *participate in and learn from training sessions and meetings,*
* *perform high quality work,*
* *care for Trail resources, as well as*
* *seek and accept guidance and support.*
 |

Standards of Conduct

In every situation, those within the scope of this code conduct themselves in a manner consistent with volunteer rights and responsibilities and this Code of Conduct. Safety as a high priority focus is both physical safety and emotional safety. To that end, we commit to inclusive and equitable practices in action, word, and deeds.

Those within the scope of this code will not comport themselves in a manner detrimental to others within the A.T. community, including: club members or guests, federal and state management partners; the ATC, its members; the public; or volunteers.

The goal of establishing a code of conduct is to educate, inspire, and empower those we interact with, and to further expand civic engagement and the perpetual protection of the A.T.

Individuals will:

* Welcome all people and actively seek new members, supporters, stewards, and constituents.
* Uphold a community built on respect, encouragement, and opportunity for all, where issues are addressed in a calm and professional manner.
* Conduct and participate in activities with safety as the highest priority, while minimizing risk and impacts.
* Respect our natural and cultural resources and the ways that other people connect with one another and the A.T.
* Avoid conflicts of interest.
* Stay informed of the land manager(s) policies and regulations, including guidelines and recommendations.
* Represent the A.T. and cooperative management system in a professional and respectful manner.

Misconduct

Misconduct describes actions in violation of the Code’s Standard of Conduct. Actions that may be detrimental to the organization, the public, and natural resources or are in violation of the aforementioned values are considered misconduct.

The following is not an exhaustive list, but provides examples of misconduct:

* Unwelcome, discriminatory, or exclusionary behavior toward others of any kind based on identities including, but not limited to, race, ethnicity, gender identity, gender expression, sexual orientation, physical ability, mental ability, neuro(a)typicality, physical characteristic, socioeconomic background, nationality, age, religion, or beliefs.
	+ This includes but not is not limited to unsolicited judgements on a person’s lifestyle choices and practices: things like appearance, food, health, and parenting.
* Physical or sexual assault, including violence or threats of violence toward others.
* Harassment that is sexual, psychological, and/or physical. Harassment may be verbal, physical, digital, deliberate, unsolicited, or unwelcome.
	+ This includes but not limited to physical contact without consent and/or a refusal to honor request to stop.
* Failure to prioritize, or willful disregard for, personal and group safety during participation in activities on A.T. lands, whether through disregard for stated policies and rules or through negligence.
* Disregard for Leave No TraceTM principles and/or for the rules and regulations of the land manager.
* Failure to interact with or represent Cooperative Management partners in a professional and respectful manner.
* Stalking
* Illegal or unethical activity while participating in club activities.
* Misuse, misreporting, or embezzlement of club project funds or other assets.

## Reporting Misconduct

Volunteers are encouraged to discuss issues that arise with others in an open way to help lead to improved communication and stronger working relationships. In some instances, this approach isn’t an option or is unsuccessful.

Volunteers, members, and guests of our organization may report misconduct through one of these means:

* Organization contact and phone number (like trail supervisor, club president, volunteer coordinator)
* a contact and their phone number (like trail supervisor, club president, volunteer coordinator),
* a shared email address (like report@atclub.org) received by a couple members of a response team,
* a form with shared access with submissions emailed to a couple members of a response team
* an address to send a letter
* [Misconduct Reporting Tool, administered by ATC](https://appalachiantrail.org/a-t-network-misconduct-reporting-tool/)

When providing a form or collecting information about the alleged breach of code, our organization requests the following:

* Person making the report: Name and contact information
* Type of misconduct
* Name of person(s) breaching the Code of Conduct
* Date, time, and location of incident
* Details of incident
* Names of any witnesses and contact information if known
* Organization sponsoring/hosting the event, if applicable

A.T. volunteers may also file a grievance through a federal agency partner’s reporting process. A.T. Network Standards of Conduct & Reporting shares more information about methods for submitting suspected misconduct.

Any person privy to the communication from the complainant must practice discretion: the identity of the complainant and other alleged involved parties are kept confidential to the person(s) who received the report and the investigation team during the course of the investigation and any subsequent determination and resolution.

### Acknowledging Misconduct Report Receipt

To prevent any submitted grievance from languishing, set a standard timeframe for response our organization commits to responding to reports within AMOUNT OF TIME.

Name the role of the person responsible for sending the notification.

## Investigation and Resolution

### {Organization’s} Investigation & Resolution Team

The investigation team for our organization is made up of individuals in these roles. When applicable, their responsibility to the team is also noted.

* Title 1, investigation team leader
* Title 2, (duties assigned to this role)
* Title 3, (duties assigned to this role)
* Conditions when a land management partner may also join an investigation team.

Be clear if this team investigates *and decides* resolution, or if this group investigates and makes recommendations on a resolution to someone who makes the final decision.

A.T. Clubs have the option of engaging an outside resource (ATC or an adjacent club) to conduct the investigation. The resolution based on the investigation would still rest with the host organization. This option is helpful when the burden of managing issues is high or to eliminate the potential for conflicts of interest in small groups. To request outside assistance with an investigation, reach out to ATC’s Program Director for Volunteer Relations.

### Issue Investigation Process

This section outlines the process to support the Code following a complaint. The goal of this step is to provide an objective and fair analysis while maintaining process integrity and individual privacy as much as possible. This provides the framework to ensure that each complaint is taken seriously.

The investigation team will strive to resolve complaints as quickly as possible.

Describe the steps of the investigation. These will include:

* Interviewing complainant, witnesses, and the accused.
	+ Designated members of the group will speak separately with the complainant(s) and the respondent(s).
* Reviewing statements, written material, digital evidence, etc.
* Examining/checking bias of investigators to provide objective study of findings.
* Assessing facts against established standards for behavior in the code of conduct.
* Record keeping of meetings to reach determination, stored in a confidential manner.
* Submitting formal findings and offering recommended resolution(s) to decision maker(s).
* Action steps by organization in response to planned resolution.

### Statement on Protection from Retaliation

A code of conduct is a recognition that marginalized people’s safety is important, and that a grievance reporting process is the foundation for accountability and resolution.

Despite every effort to protect the identity of complainants, often the issues under scrutiny it may become obvious to the accused. Retaliation in any form, and by any person, is itself a breach of the code of conduct. An organization’s values and code of conduct should encourage and protect people reporting. The protection against retaliation extends to those whose allegations are made in good faith but prove to be mistaken.

## Decision and Resolution

At the conclusion of the investigation, a decision will be made by Title or Team.

Determinations may be made for any discipline, including but not limited to education, mediation or counseling, loss of membership, exclusion from activities, revocation of leader or volunteer status, termination of employment, or legal prosecution.

When a final decision has been made, plan for who does what to communicate the decision, plan and carry-out any corrective action, as well as share information to ATC and land managers. These steps likely include:

* Inform the complainant(s) of the investigation’s outcome and appeals process.
* Inform the respondent(s) of the outcome, along with any other associated next steps, if necessary. Include information on the appeals process.
* Report to ATC the nature of the complaint and the resolution or planned/taken action as a result. Share with ATC even if the complaint was unfounded or discredited.

The land management partner holding the volunteer service agreement makes decisions for any action related to the standards and principles they follow for volunteers managed under their agreement(s).

## Appeals Process

The process to appeal a decision by either the complainant or the accused after the investigation process is… This will be communicated to both parties along with the decision.

## Limitations and Modifications

The organization and its members, volunteers and leaders acknowledge that the Code of Conduct will not cover every possible circumstance.

Modifications to the Code will be made as necessary. Adaptations should meet a predetermined standard, such as a majority vote among members.

## Appendix

The A.T. Network Standards of Conduct and Reporting (insert link)

Additional land manager policies related to grievances reporting below:

**USDA Forest Service Anti-Harassment Information**

The Forest Service Harassment Reporting Center is available to all employees, supervisors, contractors, and anyone who does business with the Forest Service to report harassment against FS employees or its contractors. The Harassment Reporting Center supports the enhanced Anti-Harassment Policy and Program by providing a single, dedicated channel to report harassment or bullying allegations.

The Harassment Reporting Center is designed to obtain a thorough intake of the harassment report. A complete report allows the agency to more efficiently understand the harassment claims and those involved, resulting in prompt investigation into the matter.

The Harassment Reporting Center is available 7 days a week from 7:00 a.m. to 11:00 p.m. Eastern. If you have experienced, witnessed, or received a report of harassment as a supervisor, you should call the toll-free number (844) 815-8943 to report the allegation. The Harassment Reporting Center is operated by an external contractor. Reporting Center Representatives are skilled, highly-trained non-Forest Service employees. They understand the processing and routing of all harassment reports.

[Forest Service Manual Chapter 8100: Anti-Harassment](https://www.fs.usda.gov/sites/default/files/FSM8100-AH-Policy.pdf)

811.4f- “Contractors, partners, volunteers, and others performing work on behalf of the Forest Service are expected to avoid behaviors prohibited by this policy. The Agency will take action to address reported incidents in order to provide a safe and harassment-free environment for employees. Forest Service Supervisors and Managers responsible for administering these contracts, partnerships, grants and agreements, volunteers, and others performing work on behalf of the Agency will disseminate the anti-harassment policy and take appropriate steps to identify and correct behaviors that are not consistent with Forest Service policy. Agency Supervisors and Managers will ensure their staffs notify their respective Agency contractors and partners about the anti-harassment policy whenever such contractors or partners sign, extend, or otherwise renew a contract or agreement.”

**National Park Service Anti-Harassment Information**

[NPS Director’s Order 16E: Anti-Harassment Policy](https://www.nps.gov/subjects/policy/upload/DO_16E_4-19-2018.pdf).

[NPS Reference Manual 7](https://www.nps.gov/subjects/volunteer/rm7-ch1.htm)

1. [Title VII of the Civil Rights Act of 1964, as amended](https://ohr.dc.gov/external-link/title-vii-civil-rights-act-1964-amended)

	* [Americans with Disabilities Act of 1990](https://ohr.dc.gov/external-link/americans-disabilities-act-1990)
	* [Age Discrimination in Employment Act](https://ohr.dc.gov/external-link/age-discrimination-employment-act)
	* [Equal Pay Act](https://ohr.dc.gov/external-link/equal-pay-act)
	* [Pregnancy Discrimination Act](https://ohr.dc.gov/external-link/pregnancy-discrimination-act) [↑](#footnote-ref-2)
2. The ATC values diversity – including persons with diverse abilities. While partner clubs may not specialize in integrating differently abled persons into their Trail maintenance sessions, ATC encourages people of all abilities to consider joining their local club and offering their skills. ATC’s Essential Eligibility Criteria (EEC) is a list of the physical and cognitive requirements of activities sponsored by the ATC. Volunteer Clubs will have their own EEC or in lieu of that, follow ATC’s. The ATC’s EEC are intended to be a resource for anyone considering participating in an ATC-sponsored activity, and are not intended to be exclusionary. The ATC will consider reasonable modifications, consistent with applicable law. [↑](#footnote-ref-3)