

Staff Training Guidelines

- 1) Read and be familiar with the [policy](#) on misconduct, anti-discrimination, and sensitivity to all delegates before committee sessions begin
- 2) What to do in the event of misconduct being reported
- 3) All staff should have a version of an anonymous misconduct reporting form to provide to delegates if so needed
- 4) CIRCA community guidelines should be read to delegates before committee sessions begins, and all delegates should have a copy
- 5) All delegates should sign a form stating they will abide by the community guidelines and the misconduct, anti-discrimination, and sensitivity policy
- 6) Ensure all staffers attend SVR training (for non-HS conferences)
- 7) Ensure all staffers attend anti-discrimination training (for example, by [ROOTED](#))
- 8) Ensure all staffers are aware of CIRCA's Anonymous Response Form, Eboard Reporting Protocols, DEI Officer, and official Columbia Reporting Resources through the Office of Student Conduct and Community Standards.
- 9) All staffers should explicitly state to delegates what the policy is for any behaviors that do not coincide with CIRCA's values
 - a) **Consequences/Followup**
 - For all delegates involved (reporter and reportee), secretariat members will inform their head delegates/advisors of the incident that occurred.
 - For their involvement in committing acts of discrimination
 - First 2 reports: Receive Warning and speak with secretariat member
 - Third Report: Removal from committee for an entire session and/or for the rest of the day
 - Fourth Report: Expulsion from conference
 - **Grounds for Immediate Removal:** Use of hate speech, racial slurs/profanity, physical violence, threats towards another delegate, sexual harassment, and sexual abuse.