

## **INTERNATIONAL TRAVEL SEMINAR SCHOLAR EXPECTATIONS AND CODE OF CONDUCT**

**Leadership Wisconsin's Core Values: Building Community, Encouraging Learning,  
Fostering Understanding, and Acting with Integrity.**

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The Expectations and Code of Conduct exist to create an inclusive, safe and positive learning environment, as well as ensure we engage in a professional and ethical manner consistent with the mission, values and policies of Leadership Wisconsin and University of Wisconsin-Extension.

**Personal Integrity and Professionalism:** a personal commitment to acting with integrity and in a manner that professionally represents myself, my seminar peers and Leadership Wisconsin.

- Communicate honestly and openly.
- Contribute to an environment where divergent opinions are valued.
- Demonstrate respect and fairness toward all those with whom I interact.
- Take seriously the privacy and confidentiality of everyone involved in the program.
- Dress in a professional and appropriate manner.
- Take care to ensure that my personal actions do not put myself, my seminar peers and/or those supporting the seminar at risk.
- Conduct myself at all times, both during sessions and during “unscheduled seminar time”, in a manner that positively reflects on the reputation of the program, my seminar peers, and myself.

**Accountability:** to uphold trust and follow through on responsibilities to myself, Leadership Wisconsin and its alumni, partners, supporters and funders.

- Remain mindful that this seminar is an educational event and learning of the group is priority.
- Serve as a steward of the time, money and resources invested in my leadership development.
- Prepare for the seminar and engage throughout.
- Assure my financial commitments to the program are met.
- Make full and fair disclosure of things that will impact my participation in the seminar.
  - University of Wisconsin Colleges and University of Wisconsin-Extension provides accommodations to people with disabilities. The Office of Equity and Diversity, and Inclusion coordinates these activities. If you would like to request an accommodation, please complete the following form - [https://inclusion.uwex.uwc.edu/sites/inclusion.uwex.uwc.edu/files/disability\\_accommodation\\_request\\_form\\_2016\\_0.pdf](https://inclusion.uwex.uwc.edu/sites/inclusion.uwex.uwc.edu/files/disability_accommodation_request_form_2016_0.pdf) or contact OEDI at [oedi@uwex.uwc.edu](mailto:oedi@uwex.uwc.edu) or (608-262-3969 (711 for relay)).
- Contribute to an environment where people feel safe and supported.
  - Familiarize yourself with the following policies. If you have any questions, contact Sarah Schlosser, Executive Director of Leadership Wisconsin at (608) 263-5024.

**Leadership Wisconsin**

610 Langdon Street, Room 331, Madison WI, 53703

(608) 263-0817 \* 711 for Wisconsin Relay

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- Unlawful Discrimination, Sexual Harassment, Protected Status Harassment, and Retaliation Policy -  
[https://inclusion.uwex.uwc.edu/sites/inclusion.uwex.uwc.edu/files/uwc\\_uwex\\_discrimination\\_harassment\\_policy\\_updated\\_11\\_09\\_16.pdf](https://inclusion.uwex.uwc.edu/sites/inclusion.uwex.uwc.edu/files/uwc_uwex_discrimination_harassment_policy_updated_11_09_16.pdf)
  - Title IX - <https://inclusion.uwex.uwc.edu/title-ix#TitleIX>
  - Reporting Gender and Sex-based Discrimination Harassment and Violence\*-  
<https://inclusion.uwex.uwc.edu/reporting-concern>  
*\*LW staff, programmers and Board of Directors are mandatory reporters. If you report an incident to them they are required to contact the UWEX Title IX Coordinator as soon as feasible.*
- Observe and comply with the following policies:
    - Alcohol and Drugs: Intoxication and drug use is grounds for dismissal. No Leadership Wisconsin funds are to be expended for alcoholic beverages. Consumption of alcoholic beverages should not occur during seminar agenda hours, unless otherwise noted by staff.
    - Endorsements: Leadership Wisconsin does not endorse/support campaigns for political candidates or espouse/lobby for public policy/legislation and such action by Seminar Scholars on behalf of Leadership Wisconsin is prohibited and grounds for dismissal. It is inappropriate for individuals to use formal Leadership Wisconsin gatherings to lobby on behalf of any group, candidate or pending policy.

If a Seminar Scholar violates the Expectations and Code of Conduct they can be asked to leave the seminar and may be notified that they will no longer be allowed to participate in Leadership Wisconsin Travel Seminars.

I \_\_\_\_\_, have read, understand and agree to the seminar expectations and code of conduct.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Leadership Wisconsin is part of University of Wisconsin-Extension. An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made.

Requests are kept confidential.