



Code of Conduct for Authorized SCA Trainers

This Code of Conduct applies to all Authorized Specialty Coffee Association (SCA) Trainers (ASTs) who hold a current and valid AST license and valid certifier license(s). It includes the SCA Code of Conduct. The AST Code of Conduct also applies to all online communities administered and moderated by SCA staff.

The culture of the Specialty Coffee Association (SCA) is based on honesty, mutual respect, support and encouragement. As a member, volunteer, staff or participant in an activity of membership, Chapters, National Bodies, Guilds, events, online communities, webinars, social media, or other activities; I agree to uphold this Code of Conduct.

I understand that for our Community of Communities to thrive, we must live our Core Values throughout all levels of the Association. More specifically, I understand that SCA's Code of Conduct prohibits harassment, discrimination and unethical behavior (incidents) and I am committed to upholding these Values and Code.

In abiding by the Code of Conduct, I agree to use good judgment in all situations, demonstrate respect to myself and others, practice professionalism and to take ownership for my actions and behaviors and understand the consequences that may result.

ASTs are expected to act with a high level of honesty, ethical responsibility and integrity by:

- Abiding by the SCA mission, vision, purpose and values as explained at <https://sca.coffee/about/>
- Maintaining confidentiality and not misusing personal information, including course results;
- Declaring any actual or perceived conflict of interest;
- Accurately and truthfully representing their own professional position, qualifications and/or experience;
- Demonstrating respect for fellow ASTs, learners, members, staff, volunteers, creators, coordinators and all participants of SCA certificate education programs;
- Not showing favoritism or special treatment to any learner;
- Never soliciting or accepting payment, bribes, kickbacks, gifts, other similar remuneration or favors for passing test results.

HARASSMENT POLICY

SCA maintains a zero-tolerance policy for harassment, violent behavior, and sexually offensive behavior or actions. This includes, but is not limited to: harassment toward another individual on the basis of gender, sex, pregnancy, childbirth, religion, creed, race, color, national origin, medical condition, genetic disorder, physical or mental disability, marital status, age or sexual orientation; physical or verbal threats; unwelcome attention; bullying, stalking; use of physical force; behavior that creates a disturbance or is dangerous, including lewd or generally offensive



behavior or language; using sexually explicit or offensive language or conduct; and obscene gestures.

In the event that I am involved in or witness an incident that is in violation of the Code of Conduct, I am encouraged to report the incident. I am aware that the SCA cannot address an incident if not made aware and are here to support, should the need arise.

CONSEQUENCES OF CODE OF CONDUCT VIOLATION

If the SCA, in its reasonable judgment, believes I have violated the Code of Conduct, Core Values, committed a legal offense or exposed the SCA to liability, or damage to its reputation, the SCA reserves the right to remove me from SCA activities or to bar my future participation within the SCA, membership and other volunteer positions or activities.

As an AST, any inappropriate conduct will be treated with the utmost seriousness and could lead to revoking or suspension of the AST's license. In such an event no refund of license fees will be paid, and the AST may be barred from the SCA for a specific amount of time determined by the SCA.

By signing below, I confirm that I have read, understand and agree to all terms and conditions within the AST code of conduct.

Print Name

Signature

Signature Date