

## **Native American Journalism Fellowship Code of Conduct**

Please review the terms of the Native American Journalism Fellowship (NAJF) agreement carefully. This agreement will help project participants understand the responsibilities of the Native American Journalists Association (NAJA), the NAJF, and project Fellows.

### **I. Definitions**

“Fellow” shall mean any student accepted into the Native American Journalism Fellowship.

“Member” shall mean any NAJA member in good standing.

“Mentor” shall mean any NAJA Member assigned a NAJA student project, including but not limited to the Native American Journalism Fellowship. Mentor status includes returning or Student Mentors who may be providing instruction/guidance to first-year Fellows.

“Project” shall mean any program or workshop operated under the auspices of NAJA, including but not limited to the Native American Journalism Fellowship.

“Student” shall mean any student in attendance at a NAJA workshop or education event, including Fellows, whether or not the student is a NAJA member and regardless of age.

### **II. Purpose**

Fellows should treat the fellowship as employment. Just as media organizations stipulate conduct requirements when employees are traveling and working, the NAJF and the project director may stipulate conduct standards through the duration of the project. Professional journalism requires responsibility and adherence to ethical standards and as such, each student will be responsible for the following:

### **III. Professionalism**

When reporting, conducting interviews, gathering information or meeting with sources, Fellows should be courteous and identify themselves as a journalist working for the NAJF. Reminder: much like if you were employed in a professional newsroom, you are representing yourself, your community, your university, NAJA and NAJF in everything you do. This includes content shared on social media and behavior outside of the conference setting.

### **IV. Alcohol and other intoxicants**

Fellows shall avoid intoxication from alcohol or other substances at all times during the project. Fellows should avoid fraternization with mentors or NAJA staff at bars or solicit drinks. If, as a result of intoxication, a Fellow is unable to perform their duties, including attendance at morning meetings or other project responsibilities, the Fellow may be subject to corrective action up to and including immediate dismissal from the project.

### **V. Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated, uncomfortable and/or intimidated. It includes situations where a person is asked to engage in

sexual activity as a condition of that person's work, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents, and actions constituting harassment may be physical, verbal and non-verbal.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to, those outlined below. No Mentor or Fellow shall do the following, whether or not the other person is present:

#### Physical conduct

- Unwelcome physical contact or inappropriate touching
- Physical violence, including sexual assault
- The use of work-related threats or rewards to solicit sexual favors

#### Verbal conduct

- Comments on a person's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex or sexual preferences of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone, email or texting)

#### Non-verbal conduct

- Leering
- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling

NAJA is committed to providing a safe environment for all its Fellows, free from discrimination and harassment, including sexual harassment. The NAJF will not tolerate sexual harassment, will treat all incidents seriously, and will promptly investigate all allegations of misconduct. Fellows should immediately report any such behavior to the project director.

### **VI. Room and Board**

NAJA dedicates substantial funding to provide travel, room and meals. Room cleanliness, personal decorum, and respect for assigned roommates, hotel staff and project mentors is required. Rooms assignments may only be changed by the project director. Fellows are not allowed overnight guests in the room. Any additional charges incurred during the stay and not approved by the project director, including phone calls, room service, etc., will be the sole responsibility of the Fellow.

### **VII. Appropriate Attire**

There will be numerous professionals in attendance at the conference who hold full-time journalism positions and are seeking qualified, young and inspired journalists, so dress to impress for possible recruitment. Fellows will be working as a journalist and the coverage will not always be indoors so dress comfortably but professionally. Students will also be attending the media awards banquet and should bring business casual attire.

### **VIII. Financial Responsibility**

Once NAJA has booked all travel, lodging, etc., for the Fellow, the Fellow will be responsible for those expenses even if the Fellow withdraws from the project. No exceptions. If the Fellow cannot or is unable to fully commit to the project, please inform the project director or NAJA staff immediately.

### **IX. Meetings and Webinars**

Fellows must be ready to meet daily at 9 a.m., conference time zone, in the established newsroom, unless otherwise noted by the project director. Fellows must attend all webinars. Attendance will be taken at both morning meetings and webinars. If students are late and/or miss meetings or assignments they may be dismissed from the program. Fellows must notify the project director at least 48 hours in advance of a webinar of a possible absence. Fellows may be required to fulfill the assignment in another manner at the discretion of the project director.

Any Fellow that does not adhere to these rules of conduct may be subject to dismissal from the project and be fully responsible for reimbursing the association for expenses.