DC WIC State and Local Agency - Code of Conduct Meeting Protocol Agreement
Fiscal Year 2020

The following protocol has been incorporated as the DC WIC State and Local Agency Code of Conduct Meeting Protocol Agreement for all trainings. Please review and sign to indicate your willingness to abide by each point indicated. This Agreement establishes a formal set of rules and appropriate etiquette which ensures basic social comfort for effective participation in our WIC professional meetings.

I understand that I must:

- Be Punctual.
- Sign the attendance sheet for my local agency in the beginning (a.m.) and the ending (p.m.) for each scheduled training date.
- Be responsible for contacting my direct supervisor if I am absent or late.
- Be charged leave if I am absent or late to the training.
- Support others in their learning.
- Be courteous and professional in my manner of conversation.
- Honor confidentiality relative to participants and my employer.
- Listen actively.
- Allow only one person to speak at a time.
- Voice only positive statements about my co-workers during group sessions.
- Use “We” statements” versus “You” statements.
- Be cooperative with the facilitator, follow rules established by the facility (i.e. no food or drinks).
- Not hold private conversation with other staff during the training
- Mute or place on vibrate all cell phones and electronic devices
- Leave the meeting room to take incoming phone calls (family emergency or work-related)
- Be responsible for having a “working knowledge” of all WIC Policies and Procedures introduced/reviewed during the training
- Be accountable for seeking additional training from my supervisor and/or WIC State Agency for all WIC Policies and Procedures introduced/reviewed

Remember, to get respect, we must continue to give respect.

I hereby acknowledge that my part in any meeting/ training is extremely important and I agree to follow each protocol stated above.

_____	_____
WIC Staff Name	WIC Staff Signature
_____	_____
Local Agency	WIC Local Agency Director
	_____
	Date