

## Code of Conduct Incident Report Form:

OWLS is dedicated to ensuring that our events and gatherings, whether held in person or online, are an inclusive, respectful, and harassment-free experience for everyone. This policy is intended to create a mechanism for reporting specific incidents and concerns related to OWLS events and forums, including the listserv, when a participant would like OWLS to take action as set forth in this policy. OWLS continues to welcome feedback to promote insight in our community and to improve our organizational culture and the legal profession through whatever means you are comfortable.

By participating in an OWLS-sponsored event, all participants including, attendees, speakers, sponsors, volunteers, OWLS staff, and venue staff agree to abide by this code of conduct (“Code of Conduct”). OWLS reserves the exclusive and sole right to enforce its Code of Conduct.

If you experience or witness any unacceptable behaviors or you have other concerns, please report the incident as soon as possible. If you need immediate assistance at an event, contact an on-site event organizer or onsite OWLS Leadership. All other reports may be made by contacting your chapter leadership submitting an incident report by email, or [owlsresident@oregonwomenlawyers.org](mailto:owlsresident@oregonwomenlawyers.org), with the following information:

1. Name and email for reporting individual:
2. Event:
3. Date:
4. Individuals involved in the incident:
5. Describe the unacceptable behavior and the remedy or outcome that is being requested (please be as detailed as possible):

OWLS will make reasonable efforts to maintain the confidentiality of reported information and information obtained through OWLS follow up and response to the extent possible; however, certain information may have to be disclosed for an effective response. There may be situations where an individual or OWLS has a reporting obligation to third parties outside of OWLS regarding the unacceptable behavior or information related to the reported incident.