



We refuse to be invisible®

NEW YORK

Code of Conduct Rules for SAGE Centers

SAGE hopes to provide a safe, warm and welcoming space for LGBTQ+ people and allies, age 60 and older. SAGE Centers should foster an environment for members to participate, socialize, learn, and volunteer. To ensure the comfort and safety of the community, the following applies to participants, staff, consultants, volunteers and guests who attend any SAGE programming.

1. SAGE supports an individual's right to express their chosen identity and experience. This includes respecting and using an individual's chosen name, pronoun (e.g. he, she, they, etc.) and identities (e.g. lesbian, gay, bisexual, asexual, transgender, queer, etc.). Behavior or language that infringes upon this right is prohibited.
2. SAGE is committed to providing an environment free from discrimination and sexual harassment. Sexual harassment is defined as any unwelcome or unwanted sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. Staff, consultants and participants should not be subjected to sexual harassment. If a report of sexual harassment is received, the person accused of the harassment will be subject to immediate suspension pending an investigation involving all parties and witnesses. Reports of harassment should be reported immediately to the Site Manager.
3. Behavior, presentation, and actions which create an unsafe environment (e.g., not responding to direction by staff, verbally or physically aggressive behavior) are not allowed. This includes communication on SAGE social media platforms, as per SAGE policy.
4. Actions, behavior, and language that is or may be construed as abusive, threatening, harassing and/or insulting is not allowed.
5. Do not visit SAGE if you are under the influence of drugs and/or alcohol. Consuming alcoholic beverages, illicit drug use, and smoking (including e-cigarettes) at SAGE is also prohibited.
6. Soliciting money or gambling is not permitted.
7. Maintaining personal hygiene and grooming is required. This includes dirty or infested clothing, personal effects or unpleasant body odor.
8. Clothing must be worn at all times, including shoes. Clothing must reasonably cover the body and be appropriate for public spaces.
9. Sleeping or naps at SAGE lasting longer than 10 minutes is not permitted.
10. Certified service animals accompanying disabled persons are welcome at SAGE. Please keep all other pets at home.
11. When stated by SAGE staff or volunteers that a space is closed, those present must vacate immediately.
12. Food, beverages and cell phone calls are only permitted in designated areas. Please be mindful of space you occupy and pick up after yourself.

13. Center space is limited. During your visit, you may bring one (1) parcel (e.g., wheeled luggage, rolling cart or bag) which must be stored in the designated areas. The parcel cannot exceed 22" x 14" x 15". No personal effects may be stored in the Center when you are not present.
14. Theft, which includes the use, consumption, removal, attempted removal or concealment of SAGE's equipment, supplies, or any other property, or the personal items of any individual without verbal consent is prohibited. Defacing or destruction of property is also prohibited.

Corrective Action for Violation of SAGE Code of Conduct Rules

1st Incident — Verbal Warning: SAGE staff or designee will address the situation and issue a verbal warning, as necessary. The incident will be documented in SAGE files and a copy will be made available to participant within 5 business days.

2nd Incident — Written Warning: Site manager or their designee will address the situation and issue a written warning, as necessary. The incident will be documented and a copy will be provided to the participant.

3rd Incident — Suspension: Site manager or their designee will address the situation and issue a suspension in writing, as necessary. Time period of suspension is determined on a case by case basis. The incident will be documented and a copy will be provided to the participant.

SAGE will attempt to remedy each situation including a referral to a case manager.

Depending on the nature and severity of the offense, staff reserves the right to enforce immediate suspension or appropriate measures. Participants returning to SAGE in violation of the suspension order will be asked to leave by staff. Should this approach be unsuccessful, local police may be called to protect the safety and welfare of others. Criminal behavior is not tolerated and will be reported to the police and prosecuted to the fullest extent of the law.

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