



**GREATER
PROVIDENCE
BOARD OF
REALTORS®**

CODE OF CONDUCT FOR BROADCAST (ZOOM) & LIVE CLASSES

2023

- **Logging in:** We will be utilizing Zoom and require that our students log in 10 minutes prior to the start of the class.
- ***Prior to logging in to our class, please ensure that your Zoom screenname displays your first and last name as printed on your license. For assistance, [see this article](#).***
- **Live and Interactive class:** All students are asked to be stationary (no driving), that their audio and video be enabled, and that they always give their full attention. The class will be recorded, and anyone found to be taking frequent breaks, not paying attention, or turning off the camera will need to make up the class.
- **Password required:** Along with the Zoom ID each student will be given a password to enter the class. A staff member will see and speak with each student coming into the waiting room to verify the password and their identity.
- **Instructors shall see students:** Students' video ***MUST*** be enabled at all times. A staff member will be monitoring the class and will be contacting those students who are not visible. If you do not respond or comply with this mandate, staff will disconnect you from the meeting and you will not receive credit for the class.
- **Interactive activities every hour:** A quiz or opportunities for students to remain engaged as well as check-in questions or polls in the chat box will be incorporated in the class and we ask all students to respond.
- **Class size:** All classes are monitored and recorded (as required by DBR) by staff from beginning to end.
- **Distractions:** Our code of conduct is distributed to all registrants and includes the following: no driving, no inappropriate attire or background, no drinking, no distractions that would be disruptive to the instructor and the other students (i.e., no dogs barking, babysitting, people wandering in the background, phones must be on silent).

- **Commitment to Antitrust:** The Greater Providence Board of REALTORS® (GPBOR) is committed to conducting all classes and events in a professional, ethical, and lawful manner, including adherence to all antitrust laws. The following discussion topics are always prohibited: agreements to fix prices, limit product or service offerings, allocate geographical territory or customers and refusal to deal. Any discussion inconsistent with this will not be tolerated.
- **Safety & Inclusivity:** The Greater Providence Board of REALTORS® (GPBOR) is committed to creating a safe and inclusive experience for all. We do not tolerate inappropriate behavior or harassment in any form. Inappropriate behavior includes harassing or defamatory verbal or written comments, displays of illicit images or use of illicit language, threats, intimidation and unwanted physical contact, destruction or vandalizing of personal property or event site or materials or disturbing the peace. Please act professionally and follow our code of conduct at all times. *Attendees, presenters, vendors and guests who do not comply with this code of conduct at any event or class may be removed from said event and prohibited from attending future events.* If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify our staff as soon as possible.
- **COVID:** Registrants agree to adhere to our safety protocols relative to COVID, which shall be distributed at time of registration, along with any other safety protocols of the venue and CDC and State of RI guidelines.
- **Cellphones:** please silence all cell phones or any other electronic devices.
- **Smoking, Illegal Substances & Weapons:** smoking is not permitted except in the designated areas. Possessing any illegal substances, weapon or any item that can be used as a weapon, which may be used to threaten or cause injury to others if used in a certain manner, will not be tolerated.
- **Consent:** By registering to participate in our classes and programs, you hereby acknowledge and consent that the Greater Providence Board of REALTORS® (GPBOR) and their assignees, may take photographs and/or video of you during the program and may use those photographs and recordings for the Associations' purposes, including but not limited to news, publicity, and fundraising purposes, without further compensation to you. All such photos and videos are the sole property of the GPBOR.
- This Code of Conduct may be revised at any time by GPBOR, and the terms are non-negotiable. This Code of Conduct is without prejudice to GPBOR's rights, all of which we expressly reserve.

Questions can be directed to (401) 274-8383 or info@gprealtors.org