

CAI CANDIDATE RIGHTS, RESPONSIBILITIES AND CONDUCT

The purposes of Certified Auctioneers Institute (CAI) include the development of auction professionals and the promotion of the auction method of marketing. As a community, we share a dedication to maintaining an environment that supports trust, respect, honesty, civility, creativity, and an open exchange of ideas.

Individual rights are best protected by a collective commitment to mutual respect. Any person who accepts admission to the CAI program agrees to:

- be ethical in his or her participation in CAI,
- take responsibility for what he or she says and does,
- behave in a manner that is respectful of the dignity of others, treating others with civility and understanding, and
- use NAA, CAI and virtual resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable policies.

Every CAI candidate is responsible for reading and understanding this statement and the NAA [Code of Ethics](#).

The Rights of CAI Candidates

CAI candidates should expect:

- To participate in an exchange of ideas, pursuant with his or her constitutional rights and free of conduct that impedes either an instructor's ability to teach or the CAI candidate's ability to learn.
- That any faculty member will be sensitive to the CAI candidate's religious beliefs
- To have the freedom to raise relevant issues pertaining to classroom discussion (including personal and political beliefs), offer reasonable doubts about data presented, and express alternative opinions without concern for any penalty.
- To work and interact in an environment of professionalism and of mutual trust and respect that is free of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, including requests for sexual favors and other unwelcome conduct of a sexual nature, or the conduct has the effect of unreasonably interfering with an individual's experience in CAI or creating an intimidating, hostile, or offensive learning environment.
- To work and interact in an environment of professionalism and of mutual trust and respect that is free from discrimination. NAA will not exclude any person from

participation in its programs or activities on the basis of arbitrary considerations of such characteristics as age, color, disability, ethnicity, sex, gender, gender identity, marital status, national origin, race, religion, sexual orientation, or veteran status. In addition, conduct that is considered discriminatory harassment, targeting an individual based upon age, color, religion, disability, race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status, or veteran's status and that adversely affects a term or condition of an individual's participation in a CAI activity; or has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive environment for academic pursuits, housing, or participation in CAI activities will not be tolerated.

- Any CAI candidate who believes that they are victims of sexual harassment or discriminatory harassment may file a complaint with their advisor or the CAI chair.
- NAA is committed to creating a learning environment and professional community that promotes educational opportunities for all individuals, including those with disabilities. It is the responsibility of the CAI candidate with documented physical or learning disabilities seeking accommodation to notify NAA staff in a timely manner concerning the need for such accommodation. NAA will make reasonable accommodations for access to facilities and programs as outlined by state and federal laws.

The Responsibilities of the CAI Candidate

NAA recognizes its responsibility to provide a strong learning environment and it expects CAI Candidates to be responsible for the following:

- A) Uphold and follow the NAA [Code of Ethics](#).
- B) Obey all NAA policies and procedures and all local, state and federal laws.
CAI is committed to the promotion of a civil community.
CAI regards off-campus activity, including but not limited to CAI-sponsored events, as an integral part of a CAI candidate's academic, personal, and professional growth. Thus, CAI recognizes the right of all CAI candidates to expect that CAI will subject individuals to the same responsibilities and disciplinary procedures when conduct:
 - a. Adversely impacts CAI's mission, or the tenets of this Code, such as harassment and use of a computer or other electronic device to obtain unauthorized access to information;
 - b. Presents a clear danger to the personal safety of any person or the protection of any person's property, such as alcohol and drug offenses, arson, battery, fraud, hazing, participation in group violence, rape, sexual assault, stalking, or theft;

- C) Be responsible for their behavior both within and outside of the CAI community.
- D) Uphold and maintain academic and professional honesty and integrity. A CAI candidate must not allow other persons to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
- E) Participate in all CAI activities within and outside of class. If a candidate does not participate in all activities, the issue(s) will be addressed and additional required work will be assigned or the candidate will be required to repeat the year.
- F) Pay all fees and fines associated with obtaining the designation by published deadlines.

Grievance Procedure

CAI candidates who believe that any of their rights outlined above have been violated by a member of the CAI community have the right to file a complaint with their class advisor, the Director of Education or the chair of the CAI Committee.

The class advisor, chair of the CAI Committee and the Director of Education will fully investigate the complaint and will determine the outcome of the grievance. A report will be prepared for the files indicating what the complaint was, who made it and what the investigation consisted of as well as the outcome of the investigation. A copy will be provided to the complainant and to the person against whom the complaint is made.

Any grievance will be handled through the CAI Code of Conduct. If the grievance does not reach a satisfactory end, they may appeal to the Chair of the Education Institute Trustees and to the Chief Executive Officer of NAA.