



IAPMO Group Event Code of Conduct

The IAPMO Group, together with their respective subsidiaries and affiliates (collectively IAPMO) hold events to encourage the open exchange of ideas and to support professional development and personal growth. IAPMO believes that ensuring a wide, diverse range of voices that fully represent the diversity of the people it serves is essential to a thoughtful, robust conversation and better decision-making and policy-setting.

IAPMO is committed to creating and maintaining an engaging and productive conference, meeting, education session, and event environment in which all individuals are treated with respect and dignity. One that is welcoming and free from any form of harassment or other discrimination regardless of gender, gender identity and expression, age, sexual orientation, alienage or citizenship status, physical or mental ability, color, physical appearance, body size, race, ethnicity, national origin, marital status or partnership status, pregnancy or lactation status, religion or creed, status as a veteran or active military service member or any other basis protected by U.S. federal, state, or local laws.

This Conference, Meeting and Event Code of Conduct (“Event Code of Conduct”) guides everyone who participates in or attends IAPMO conferences, meetings, education sessions or other sponsored events (“Events”), including members, non-members, employees, speakers, students, sponsors, vendors, contractors, volunteers, and other guests (“Attendees”).

IAPMO wants to ensure that all Attendees understand what behavior is expected and what behavior will not be tolerated at an IAPMO Event. The facilities covered by this Event Code of Conduct include any venue, hotel, meeting room, or IAPMO office location where an IAPMO Event takes place, as well as off-site locations where Event-related social gatherings take place.

I. Expected Conduct

Attendees shall:

- a. Be mindful of your surroundings and of your fellow participants;
- b. Be considerate and respectful to each other;
- c. Exercise consideration in your speech and actions;
- d. Refrain from harassing, discriminatory or demeaning conduct;
- e. Alert IAPMO’s Chief Administrative Officer or Legal Department if they observe any conduct that violates this Event Code of Conduct;
- f. Comply with all rules, policies, and procedures of the facilities at which any Event is being held; and
- g. Comply with all applicable laws and regulations in the state where the Event is being held.

II. Unacceptable Behavior

Harassment, bullying, microaggressions, intimidation, and/or insinuations that are hurtful or interfere with any other attendee’s experience or participation are unacceptable behaviors. Examples of unacceptable behavior include but are not limited to the following:

- a. Demeaning, discriminatory, or harassing behavior or speech, including but not limited to personal insults, sexist, racist, homophobic, transphobic, ageist or ableist language or any language that insults or demeans the characteristics of a person protected under U.S. federal, state, or local law.



- b. Inappropriate physical contact: An Attendee should have another Attendee's consent before touching them. Alternative language: Unwelcome and uninvited attention or contact with another attendee/participant.
- c. Language that implies exclusion or derogation of a person based on the person's immutable characteristic; for example, asking a participant where they are "really from"; assuming a person's spouse or partner is of the opposite gender; deliberately using the wrong pronoun to refer to an individual.
- d. Unwelcome sexual attention, including sexualized comments or jokes, inappropriate touching, groping, or sexual advances.
- e. Deliberate intimidation, stalking or following.
- f. Sustained disruption, including during talks and presentations.
- g. Displaying sexually explicit or violent material including in presented materials (e.g. slides, presentations, talks) or in informal settings or on personal devices (e.g. on a phone).
- h. Violence, threats of violence, or violent language directed against another person or group.
- i. Possession of dangerous or unauthorized materials such as explosives, firearms, weapons or similar items.
- j. Bullying, including repeated verbal abuse; verbal, non-verbal or physical conduct of a threatening, intimidating, or humiliating nature; or the sabotage or undermining of a person's performance.
- k. Theft or inappropriate removal or possession of property.
- l. Use, distribution, sale, or transfer of illegal drugs.
- m. Any other illegal activity or forms of harassment not covered above.

IAPMO reserves the right in its sole discretion to determine what constitutes unacceptable behavior and what actions it will take to address incidents that occur.

Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated at IAPMO-sponsored events. Anyone asked by an IAPMO staff member or affiliate to stop engaging in unacceptable behavior is expected to comply immediately. If a participant engages in unacceptable behavior or fails to comply with expected behavior at any time during the sponsored event, IAPMO may take any action it deems appropriate, including but not limited to removing the participant from the event without a refund.

What to do About Unacceptable Behavior

If an Attendee witnesses or is subjected to unacceptable behavior or has any other concerns at an IAPMO-sponsored event, notify IAPMO's Chief Administrative Officer (Gaby.Davis@iapmo.org) or the Legal Department as soon as possible. All reported concerns will be treated seriously and investigated promptly. All Attendees are expected to cooperate fully and honestly with any investigation. If there are any questions in advance of the event regarding the Code of Conduct or its implementation, please email Gaby.Davis@iapmo.org.

Badge and Registration Requirements

All attendees are required to wear their official conference badge at all times while participating in conference activities. Badges must be visible and presented upon request.

Access to educational sessions, special events, and activities is limited to properly registered attendees.

Attendees will be asked to present their badge and have it scanned prior to entry into sessions and events. A valid registration is required for admission. If an attendee does not have a valid registration for an event that attendee will not have access to that event.

Badges may not be shared or transferred.



Lost badges must be reported to the registration desk immediately.

By registering for and attending the conference, attendees agree to comply with these badge and access requirements and IAPMO's Event Code of Conduct. IAPMO staff reserves the right to remove any attendee from all remainder sessions or events, without refund, for failure to adhere by these requirements.

Agreement

In line with and in consideration for my participation in an IAPMO-sponsored event, I accept and will adhere to the Code of Conduct when participating in such event. I understand that IAPMO may take any action it deems appropriate, including removing me from the event without a refund, should I fail to adhere to this Code of Conduct.