

Approved: Board of Directors – 3/4/19

## CONDUCT AT AAD/A MEETINGS AND OTHER AAD/A ACTIVITIES

### INTRODUCTION:

The purpose of this policy is to ensure a professional and collegial environment for Academy/Association (AAD/A) meetings and other activities in which AAD/A members and staff are treated with mutual respect. AAD/A staff are governed by a harassment policy contained in their employee manual, which is incorporated herein by reference. The policy below elaborates on the employee manual and discusses policies that also apply to AAD/A members and meeting attendees.

Behavior that is welcome or acceptable to one person may be unwelcome or offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is particularly important for those in positions of authority since individuals who are subject to such authority may be reluctant to express their objections or discomfort regarding unwelcome behavior. Harassment intended in a joking manner still constitutes unacceptable behavior. Actions resulting in fear for one's safety and well-being is a criminal offense and proper authorities would be contacted.

### DEFINITIONS:

**Harassment** – Unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin or ethnicity, age, disability, genetic information, veteran or military service, or any other basis protected by federal, state or local law. Harassment becomes unlawful where the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals in violation of these laws.

- a. Hostile or Offensive Environment – As noted above, any behavior by an individual or group that contributes to a hostile, intimidating, offensive and/or unwelcoming environment or otherwise substantially interfering with an individual's environment is prohibited. This includes, but is not limited to, speech or behavior that a reasonable person would find unwelcome or offensive whether it is based on any of the legally-protected classifications set forth above (see above) or any other legally protected status. AAD also strongly discourages discrimination or hostile conduct based on other factors, such as physical appearance, marital status, or political affiliation. This conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; demeaning jokes and display or circulation of written or graphic material that demeans or shows hostility or aversion toward an individual or group. Retaliatory harassment is also prohibited.
- b. Sexual Harassment – Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, and other verbal or physical actions of a sexual nature. The following examples may constitute sexual harassment if unwelcome: sexual flirtations, advances, or propositions; unnecessary touching; verbal comments or physical actions of a sexual nature; sexually degrading words used to describe an individual; a display of sexually suggestive objects or images including electronically sent material; and sexually explicit jokes.
- c. Other Disruptive Behavior – While generally not prohibited by law, AAD/A nevertheless prohibits bullying behavior. AAD/A defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical, cyber or otherwise, conducted by one or more persons against another or others that is hurtful, harmful or humiliating; exhibits coercion; or abuse of power as well as any other unreasonably disruptive behavior such as sustained disruption of talks, events, or meetings." All members and staff will be treated with dignity and respect and AAD/A will not tolerate bullying behavior.

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Bullying may be intentional or unintentional. AAD/A considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, pinching, slapping, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Cyber: electronic or online harassment including social media.
- Coercion: intimidation; using a position of authority for undue influence.

## MEETING POLICY:

**Expected Behavior** – AAD/A expects all participants at Academy meetings to behave responsibly and professionally and to abide by this Conduct at AAD/A Meetings and other AAD/A Activities Policy. This policy applies whether the harassment is committed by an employee, AAD/A member, volunteer, vendor, exhibitor, or another participant. AAD/A expects participants to comply with the following:

- a. Treatment of others. Participants must exercise professionalism, consideration, and respect in their speech and actions, and must refrain from demeaning, discriminatory, disruptive or harassing behavior and speech. Participants who experience or witness harassment are encouraged to report it in accordance with the Reporting Procedure below.
- b. Safety and security. Participants should alert AAD/A staff if they notice a dangerous situation or someone in distress.
- c. Responsible consumption of alcohol. At many AAD/A networking events both alcoholic and non-alcoholic beverages are served. AAD/A expects participants at these events to drink alcoholic beverages responsibly. AAD/A and event staff have the right to deny service to participants for any reason and may require a participant to leave the event.
- d. Controlled substances. Participants should not be under the influence of illegal drugs or other unauthorized or mind-altering or intoxicating substances while attending AAD/A events. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

**Unacceptable Behavior** – AAD/A will not tolerate harassment on any basis prohibited by law by any participant at any AAD/A meeting. Unacceptable meeting behaviors may include, but are not limited to:

- Unwelcome and uninvited attention or contact with another participant;
- Verbal or written comments, or visual images, that are sexually suggestive, offensive, or that denigrate or show hostility or aversion toward an individual, or group of individuals, that create an intimidating, hostile, or offensive environment, or that unreasonably interfere with an individual's ability to participate in an AAD/A meeting;
- Slurs, threatening or negative stereotyping, intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in any AAD/A meeting, at all related events, and in one-on-one communications carried out in the context of any Meeting or meeting-associated event;
- Verbal harassment or harmful or prejudicial verbal or written comments or visual images related to gender identity, sexual orientation, sexual activities, race, religion, disability, age, appearance, or other personal characteristics;
- Deliberate intimidation, following or stalking;
- Unnecessary and/or unwelcomed touching or brushing against another person's body, patting, groping, pinching, or other forms of physical assault including impeding or blocking movements;
- Sexual or romantic flirtations that are viewed by the recipient as offensive and unwelcome;

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- Unwelcomed telephone calls, e-mails, letters, home visits or other unwanted encounters with sexual overtones;
- Demands for sexual favors with implied threats related to job benefits or opportunities;
- Posting, displaying, or circulating any electronic media currently available or created in the future including any written or graphic material that demeans or shows hostility or dislike towards a person or group based on their protected status. This includes, but is not limited to, graffiti, cartoons, websites, any social media platform, or radio or television programming;
- Conduct by registered attendee(s) or guests at any AAD/A meeting that is unlawful, in violation of the show rules or the convention center lease terms or convention hotel(s) policies/rules, in violation of/or is antithetical to the purposes and good order of the AAD/A event and its operation by AAD/A, such as, the use of an invalid or another's name badge, failure to pay meeting registration.

Any individual who has questions about this policy or believes that this policy may have been violated should follow the Reporting Procedure below.

## REPORTING PROCEDURE:

If you believe you have been subject to or have observed harassment or believe that an offensive environment exists, report the incident immediately so that appropriate action may be taken. The following procedure outlines the steps that will be taken by AAD/A in the event of a harassment charge. However, when the facts of a case warrant quick and severe action, this procedure may be modified.

- Persons are required to provide a firsthand account of the alleged harassment to the Executive Director & CEO of the AAD/A or their designee.
- Witnesses will be contacted and asked to provide a detailed account of what was observed.
- Victims and witnesses will be protected against retaliation. Anyone who retaliates against another person for making a good faith complaint or participating in an investigation will be subject to disciplinary actions.
- The accused person will be requested to provide an explanation of the alleged charges.
- The appropriate AAD/A official or representative will investigate the facts and make recommendations for resolution of the charge.
- The resolution options will be based on the Administrative Regulation on Judicial Panel – Disciplinary Procedures.
- Unless required by law, the participants involved in the investigation process must keep all information regarding the alleged harassment case confidential. Breach of this confidentiality may result in additional disciplinary action.
- Anyone who is found to have knowingly made a false accusation of sexual or other unlawful harassment or retaliation may be subject to appropriate disciplinary action up to as outlined in the Administrative Regulation on Judicial Panel – Disciplinary Procedures.
- Any AAD/A Staff involved would be contacted by Human Resources and policy and procedures from AAD/A's Harassment Policy would be followed.

## ONSITE MEETING/EVENT PROCEDURE:

When any type of disruptive behavior is reported or detected onsite at an AAD/A event, the following protocol is conducted by AAD/A Meetings & Conventions (M&C) Staff:

- Problem is identified and brought to the attention of AAD M&C Staff, and Director, Meetings & Conventions (Director)
- Problem is assessed by AAD M&C Staff and Director
- AAD Security<sup>†</sup> (Supervisor) is notified immediately and briefed on the situation by AAD M&C Staff/Director
- AAD M&C Staff (and Director, if available) are accompanied by AAD Security (Supervisor) to the suspected altercation
- AAD Security (Supervisor) takes the lead role in ascertaining/evaluating the situation via interviews/communications with the suspected party(s)

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- In addition to a written report, when deemed necessary and appropriate, AAD Staff and/or AAD Security may 'document' said violation/violator(s) and/or situation via photo(s) or video(s)
- At no time should AAD M&C Staff or Director, or AAD Security (Supervisor) engage in any physical contact or interaction, unless deemed absolute and necessary whereas the safety and/or security of said individuals or other meeting attendees is in jeopardy
- \*Appropriate action is taken by AAD M&C Staff/Director, and AAD Security (Supervisor), (and potentially local law enforcement) depending on the type of infraction/disruption that has occurred
  - \*This can include, but not limited to, verbal warning, revocation of attendee credentials and removal from the meeting/event.
  - † If the event does not have AAD security, staff would rely on the hotel/facility security

## CONSEQUENCES:

- The AAD/A reserves the right to revoke, without refund, exhibition space and/or registration credentials of any attendee not in compliance with this policy.
- The AAD/A reserves the right to refuse the registration of any individual, as long as such refusal is consistent with applicable law and Academy policy.
- The AAD/A reserves the right to revoke attendee(s) badge and to have Security remove them from the Event premises at any time without prior notice. If AAD/A revokes name badge/meeting credentials, fees paid for admission and travel expenses will not be refunded.
- Security has the right to remove any individual that appears to pose a threat to the safety and security of the AAD/A event, including those identified as in violation of any of the aforementioned listed herein. Law enforcement may also be called when necessary.
- The AAD/A has the right to remove any individual who has transferred a badge to another individual, as well as the recipient of such badge, in order to gain access to an AAD/A meeting or social event and to invoice the non-paying party for the event.
- Members found to be in violation of this policy may be subject to appropriate disciplinary action up to as outlined in the Administrative Regulation on Judicial Panel – Disciplinary Procedures.

This policy affects AAD/A members, volunteers, vendors, exhibitors, or other meeting participants only. A policy against harassment by AAD/A employees is included in the AAD/A employee handbook."