

## Attendee Code of Conduct

This document comprises a code of conduct and procedures to be followed when an incident is reported.

### **I. Purpose**

All NADCA events aim to be inclusive to the largest number of contributors, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, race, ethnicity, sexual orientation, religion, ability, or other personal characteristics. This Code of Conduct outlines our expectations for all those who participate in any NADCA event or function, as well as the consequences for unacceptable behavior.

We expect all participants and attendees to create safe and positive experiences for everyone. “Participant” in this policy refers to anyone present at any NADCA event, including staff, contractors, vendors, exhibitors, venue staff, members, and all attendees.

### **II. Expected Behavior**

We expect all participants (attendees, members, vendors, exhibitors, contractors, staff, and venue staff) to abide by this Code of Conduct in all venues of the event(s), including ancillary events and official and unofficial social gatherings.

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert NADCA staff and/or leaders if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

### **III. Unacceptable Behavior**

Unacceptable behaviors include, **but are not limited to**:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant or guest of participant, and in one-on-one communications carried out in the context of the event(s);
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics;
- Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
- Deliberate intimidation, stalking or following;

- Harassing or unwelcome photography or recording of another person;
- Sustained disruption of talks or other events;
- Unwelcome and uninvited attention or contact;
- Physical assault (including unwelcome touching or groping);
- Real or implied threat of physical harm;
- Real or implied threat of professional or financial damage or harm

All exhibitor, sponsor and vendor booths are subject to follow the Code of Conduct as outlined above. In particular, exhibitors should not use sexualized images, activities, or other material that may be considered offensive. Booth staff (including volunteers) should not create a sexualized environment through printed material or conversations. Such offenses, even when committed in a joking manner, still constitute as unacceptable behavior. Excessive swearing and jokes that might be considered offensive are not appropriate.

*Be aware that NADCA event venues may be shared with members of the public; please be respectful to all patrons of these locations.*

Note: Retaliation for reported harassment is a violation of this Code of Conduct.

#### **IV. Consequences of Unacceptable Behavior**

Unacceptable behavior from any participant, including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making authority, will not be tolerated. If a participant engages in unacceptable behavior, NADCA reserves the right to take any action deemed appropriate. NADCA reserves the right to remove an individual from the event without warning or refund, to prohibit an individual from attendance at future NADCA events, and to notify the individual's employer of the action being taken.

#### **V. If You Are Subject to or Witness Unacceptable Behavior**

If you are being subjected to, or notice that someone else is being subjected to, behavior that violates this Code of Conduct, please tell a member of the NADCA staff immediately. Staff can be identified by silver name badges. If you cannot find a member of NADCA's staff, stop by the registration desk and ask to be directed to an onsite staff person or email NADCA Chief Staff Executive Jodi Araujo at [jodi@nadca.com](mailto:jodi@nadca.com) immediately.

All complaints will be treated **seriously** and responded to **promptly**. **All reports are confidential**. If possible, provide the following information, preferably in writing:

- Identifying information (name/badge number, appearance) of the participant doing the harassing
- The behavior that was in violation

- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in or witnessing the incident

The staff are trained on how to deal with the incident and how to further proceed with the situation. If needed or requested, staff will help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event.

**VI. Addressing Grievances**

If you feel you have been falsely or unfairly accused of violating this Code of Conduct you should notify the NADCA Board of Directors with a concise description of your grievance.

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 Abbreviated version for posting.

**CODE OF CONDUCT**

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- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert NADCA staff and/or leaders if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

IF YOU ARE BEING SUBJECTED TO, OR NOTICE THAT SOMEONE ELSE IS BEING SUBJECTED TO, BEHAVIOR THAT VIOLATES THIS CODE OF CONDUCT, PLEASE ALERT ANY OF THE NADCA STAFF.

[Alternative: PLEASE CONTACT A MEMBER OF THE NADCA STAFF IMMEDIATELY. Staff can be identified by silver name badges. You can also email NADCA Chief Staff Executive, Jodi Araujo at [jodi@nadca.com](mailto:jodi@nadca.com) immediately.

All reports are confidential.

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Abbreviated version for slides and signs.

## **CODE OF CONDUCT**

NADCA is committed to ensuring a safe and welcoming environment for all participants. IF YOU ARE BEING SUBJECTED TO, OR NOTICE THAT SOMEONE ELSE IS BEING SUBJECTED TO, BEHAVIOR THAT VIOLATES THIS CODE OF CONDUCT, PLEASE CONTACT A MEMBER OF THE NADCA STAFF IMMEDIATELY. Staff can be identified by silver name badges. All reports are confidential.

***Not for posting; for internal use only***

### **HOW TO ADDRESS INCIDENTS THAT VIOLATE THE CODE OF CONDUCT**

“Participant” in these procedures refers to anyone present at a NADCA event, including staff, volunteers, contractors, vendors, exhibitors, venue staff, members, and any other attendee or guest of attendees. “Reporter” refers to anyone who reports an incident of harassment, including targets, bystanders, and witnesses.

#### ***KNOW THE POLICY***

Be sure to have a good understanding of our Code of Conduct, which can be found here [\[link to policy\]](#). The safety of participants at our meetings begins with making every effort to stop and prevent harassment of any kind. Dealing with incidents of harassment requires quick and decisive action to restore a sense of safety for the targets and the witnesses of harassment, and safety of participants must take priority.

#### ***HAVE RESOURCES AT THE READY***

Create a form or format for collecting incident reports. Determine the best way to locate and contact meeting participants, so that individuals can be identified and located quickly. For example: have access to mobile phone numbers for text messaging or calls.

Compile information specific to the meeting locations, such as:

- Printed list of contact information for meeting staff (in case the target wants to contact someone after providing the incident report)
- Contact information for venue security
- Hotline numbers for crisis counseling services (e.g. <https://www.rainn.org/>) and for the nearest rape crisis center.

In the event of a physical assault of any kind, rape crisis centers can provide counseling, an advocate to accompany the target if the target wants to notify police, and access to emergency care and evidence collection.

### ***WHEN YOU WITNESS A VIOLATION OF THE CODE OF CONDUCT***

Any member of staff who witnesses behavior that violates the Code of Conduct may issue a verbal warning to the harasser. State that the behavior violates the policy, request that the behavior stop immediately, and state that any more incidents of harassment may result in the harasser being asked to leave the meeting.

Report verbal warnings to NADCA Chief Staff Executive, Jodi Araujo, as soon as possible. The report should include the information listed below.

### ***WHEN A PARTICIPANT REPORTS AN INCIDENT***

When a participant of the NADCA event approaches you about a harassment incident:

- Offer the victim a private place to sit
- Ask "Is there a friend or trusted person who you would like to be with you?" If so, arrange for someone to fetch this person.
- Assure them (and repeat as needed) that the incident and any reports will be kept strictly confidential. This is crucial, because the primary reason targets are reluctant to report harassment is fear of being labeled a complainer or troublemaker.
- **Ask them "How can I help?" DO NOT ask questions that imply or suggest a particular action, for example "Should I call security?" or "Should I call the police?"**
- Provide them with your list of emergency contacts in case they need help later.
- If everyone is physically safe, involve law enforcement or security only at a victim's request or with the victim's consent.
- If a physical assault is reported, provide information on how to contact the nearest rape crisis center. Note: The target should be the one to make the decisions about contacting this resource.

- If emergency help is needed, or if there is an immediate or emergent threat to attendees or the safety of anyone, including conference staff, summon security or police.

It is important to get as much information about the incident as possible, and as soon after the incident occurs as possible. Ask the reporter to provide this in writing, or transcribe it yourself as it was told to you. Be sure to note the date and time that the report is made.

Prepare an initial response to the incident. Depending on the severity/details of the incident, please follow these guidelines:

- Do not make any invitation or suggestion to them to withdraw the complaint.
- Do not mention that withdrawal is OK. This suggests that you want them to do so, and is therefore coercive.
- If the person taking the report is not Jodi Araujo, say, "If you're OK with it [pursuing the complaint], I'll take this to Jodi for action." This suggests that you are by default pursuing it and is not coercive.
- Remind them that both you and Jodi will keep the information confidential.
- Listen to what they have to say, and DO NOT assume that the target was under any obligation to attempt to stop the behavior. It is NOT reasonable to assume that if they did not object to the harasser's behavior or resist the harasser, they implicitly consented to it.
- **DO NOT ask for their advice on how to deal with the complaint. This is a staff responsibility.**
- **DO NOT ask for their input into what action should be taken or what penalties should apply.**
- Ask them if they would like to be informed when action is taken, and if so, write down their preferred method of contact (face-to-face, email, phone call, text, etc.)

### ***TAKE ACTION ON THE REPORT***

Once something is reported to a staff member, that staff member must immediately meet with Jodi. The main objective of this meeting is to determine:

- What happened?
- What are we doing about it and who is going to be implementing the plan of action?

After the staff meeting and discussion, have Jodi meet with the harasser to inform them of what has been reported, and what actions will be taken as a result.

Keep in mind that your intent is to **end the harassing behavior**. Describe the behavior, explain how it constitutes harassment under the Code of Conduct, and ask that they stop immediately.

Do not engage in debates about the validity of the policy or other definitions of harassment. If the person insists, allow the harasser to give his side of the story, and pay attention to whether they:

- claim that they were not harassing the target, while admitting they did what the reporting target says they did
- expresses no remorse or understanding that what was done was wrong

- refuse to accept the consequences of their behavior and continue to defend the behavior
- have a pattern of unacceptable behavior (at this or at previous meetings)

These are all signs that the harasser will not stop the behavior, and that they should be asked to leave the meeting immediately.

**After this point, the report stands.** Let the harasser know what actions will be taken against them.

### **OPTIONS FOR ACTION ON HARASSMENT REPORTS OFFENSIVE SLIDES OR STATEMENTS IN PRESENTATIONS**

Presentations or similar events should not be stopped for one-time gaffes or minor problems, although a member of staff should speak to the presenter afterward. However, if a presenter seriously or repeatedly violates the Code of Conduct, staff should take immediate action to politely and calmly stop the presentation or event.

For example, simply say "I'm sorry, this presentation cannot be continued at the present time," with no further explanation.

Other sanctions may include:

- Not publishing the presentation in any format (print, video, or otherwise)
- Banning the presenter from presenting at future meetings

If it is not possible for staff to attend every session, include information about the Code of Conduct and permission to intervene in instructions, briefings, or trainings provided for session chairs and moderators.

### ***OTHER INCIDENTS***

Depending on the severity of the incident, these and other sanctions may be applied:

- Warn the harasser to cease their behavior and that any further reports will result in more serious sanctions.
- Require that the harasser avoid any interaction with, and physical proximity to, their target for the remainder of the meeting.
- Immediately end any volunteer responsibilities and privileges the harasser holds. (If the harasser is a Board member or officer this may require post-meeting follow-up on procedures for removal.)
- Require that the harasser not volunteer or serve as a contract employee or vendor for NADCA either indefinitely or for a certain time period.
- Require that the harasser immediately leave the event and not return.
- Require that the harasser forgo or refund any travel grants and similar funding or financial support they received (note: this would need to be a condition of the grant at the time of being awarded)
- Ban the harasser from future events (either indefinitely or for a certain time period)

Note that any behavior that includes physical assault (including groping), real or implied threat of physical harm, or the real or implied threat of professional or financial consequences should trigger this level of sanction.

Keep in mind that it is not necessary, nor is it a good idea, to attempt to extract an apology from the harasser. Give the harasser information about a post-event grievance procedure if there is one, but in the meantime, the report and the staff decision on sanctions stands.

### ***WHOM TO TELL ABOUT THE INCIDENT AND ACTIONS TAKEN***

How we deal with the incident publicly is extremely important. Our policy is to make sure that everyone aware of the initial incident knows that it was treated as a violation of policy, and that official action has been taken, while still respecting the privacy and confidentiality of individual participants.

When speaking about the incident to individuals who are aware of the incident, but were not directly involved with it, give as few details as possible. Monitor and, if necessary, moderate posts to social media to protect the confidentiality of those involved. Depending on the incident, the current sitting NADCA President may make one or more public announcements. If necessary, this will be done with a short announcement either during a general session and/or through other channels.

Note: No one other than the current NADCA president, the Chief Staff Executive, or the Executive Director, or someone delegated by any of these persons, should make any announcements or comments on the situation.

If some participants were angered by the incident, it is best to apologize to them on behalf of NADCA. If there are residual hard feelings, suggest that they send an email to the Chief Staff Executive, Jodi Araujo at [jodi@nadca.com](mailto:jodi@nadca.com) and she will respond as quickly as possible.