

ACR Meeting and Social Event Code of Conduct

This code of conduct outlines ACR's expectations for all ACR staff, contractors, members, volunteers, registrants, guests, and vendors at ACR meetings and/or social events. All participants in attendance are expected to abide by this code of conduct to help ensure a pleasant and safe meeting experience.

Expected Behavior:

- Conduct and present yourself in a professional manner at all times
- Be respectful and considerate of, ACR members, other volunteers, staff, contractors, meeting registrants, guests and vendors
- Refrain from any discriminatory, harassing and demeaning speech and behavior
- Obey the rules and regulations of the hotel and any other meeting/special event venue that ACR has contracted with for the purposes of facilitating your meeting/event

Unacceptable Behavior includes but is not limited to:

- Intimidating, harassing, abusive or discriminatory actions or speech
- Excessive alcohol consumption during an ACR event (i.e. reception and/or dinner) and after event hours for social drinking while at an ACR event (Please refer to travel reimbursement policy.)
- Physical or verbal abuse
- Intentional and unwelcome physical contact and sexual references or connotations
- Disruptive behavior that will interrupt any portion of the meeting or event

What to do if you experience or witness unacceptable behavior at an ACR Meeting or Event:

- Promptly report it to the most senior staff person present at the meeting or event

What to do if you receive a report of unacceptable behavior at an ACR Meeting or Event:

- Immediately contact the ACR Legal staff so that they can contact the individual who has experienced the offense to get a full report of the incident and coordinate an investigation

Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated any ACR meetings or social events, therefore individuals displaying such behavior will be asked to immediately stop the behavior. In addition, ACR reserves the right to ask the offender to leave the meeting or event without warning and can prohibit attendance at any future ACR meetings and events. If an offender is asked to leave a meeting or event, ACR will not refund any registration fees or related expenses incurred for their attendance at the meeting.

Based on the individual's relationship with ACR (i.e. staff, contractor, member, volunteer, guest or vendor) further disciplinary or contractual action will be taken for anyone displaying unacceptable behavior. These actions can include but are not limited to; a verbal warning to the offender, suspension or termination of employment from ACR, Ethics Committee action including suspension or expulsion

from ACR membership, banning from future ACR membership and/or meetings and events and termination of future business relationships.

Anti-Harassment and Anti-Discrimination Policy Applies at ACR 2019

Please note that ACR's policy against sexual harassment and other unlawful discrimination applies to all ACR locations and activities, including at ACR 2019. If you experience directly or learn of any inappropriate conduct by a staff colleague, a vendor, a member or anyone else, please inform Pam Mechler, Pam Plater, Bill Shields or Tom Hoffman immediately. We have this policy to help one another.