

## **ACCGP Code of Conduct for Events**

The Association of Corporate Counsel Greater Philadelphia (ACCGP) Chapter is committed to ensuring a safe and welcoming environment for all participants at all ACCGP events.

We expect all participants at ACCGP meetings to abide by this Code of Conduct in all venues throughout ACCGP meetings, including ancillary events and social gatherings, whether they are official or unofficial, in-person or virtual.

- 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 ACC leaders if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct

If you feel you are being subjected to, or notice that someone else is being subjected to, behavior that violates this code of conduct, contact a member of ACCGP staff as soon as possible.

All reports will be kept confidential.

## **Unacceptable Behaviors**

Unacceptable behaviors include, but are not limited to:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions
- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, nationality, disability, or other personal characteristics
- Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides)
- Intimidation, stalking, or following
- Harassing photography
- Photographing slides of oral presentations and posters without permission
- Recording of sessions without permission
- Violating the rules and regulations of the conference venue or hotel
- Sustained disruption of sessions or other events
- Unwelcome and uninvited attention or contact
- Physical assault (including unwelcome touch or groping)
- Actual or implied threat of physical harm

- Actual or implied threat of professional, reputational or financial damage or harm

### **If You Witness or Experience Conduct That Violates the Code**

If you feel threatened or witness someone being threatened, please contact venue staff/security or call 911 immediately. ACCGP staff is available to assist participants in contacting hotel/convention center security or local law enforcement, and otherwise assist those experiencing harassment, to enable them to feel safe for the duration of the meeting. We value your attendance and want to make your experience as productive and professionally inspiring as possible.

Need to file a complaint? Please contact the ACCGP staff for a complaint form. A copy of the complaint will be provided to the accused for an opportunity to respond.

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

All complaints will be treated seriously and responded to promptly.

### **We Respect Your Confidentiality**

The rights and privacy of those involved, including the rights of those who are being investigated, are protected. Keep in mind that if you report a concern, your identity will only be revealed if it is absolutely necessary and only to those who have a clear need to know so they can completely address and resolve the incident you reported.

### **You May Receive Updates**

After you file a report, you may receive periodic updates. Keep in mind, however, that you may not see any obvious signs that your complaint is being reviewed or investigated. In fact, because of our commitment to confidential and fair investigations, you might never know all that was done to investigate or what corrective actions were taken. You are free to contact us at any time for an update.

## **Consequences of Unacceptable Behavior**

Unacceptable behavior from any attendee, sponsor, venue staff, or vendor will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately.

If a participant engages in unacceptable behavior, ACCGP staff may remove said participant from the meeting, without refund, and/or may be banned from future ACCGP events. Egregious violations will result in more severe sanctions, including the possibility of reporting to local law enforcement.