



## **Association of Corporate Counsel – Dallas Fort-Worth Chapter Code of Conduct for Events**

*Last updated: August \_\_, 2023*

The Association of Corporate Counsel Dallas-Ft. Worth Chapter (“ACC-DFW”) is committed to ensuring a safe, welcoming, and respectful environment at its events.

### **At ACC-DFW sponsored events you must always treat others with respect and civility**

This Code of Conduct applies to all [ACC-DFW sponsored events and any related events or social gatherings. Events sponsored by ACC will be governed by ACC’s Event Code of Conduct.

This Code of Conduct applies to anyone involved in an ACC-DFW sponsored event, including all ACC-DFW employees, staff and volunteers, officers, directors, ACC members, attendees, guests, speakers, volunteers, sponsors, exhibitors, vendors and venue staff. This policy is subject to change without notice.

### **Unacceptable Conduct Includes:**

- Violence, threats of violence, unwanted touching, or physical intimidation
- Disruptive behavior or bullying
- Verbal or written harassment on any basis, including sexual harassment
- Displaying inappropriate visual information
- Possession of weapons or illegal substances
- Behavior that is illegal
- Violation of the rules of the event or venue
- Failure to follow safety instructions of ACC-DFW] staff
- Any behavior that ACC-DFW believes lacks respect or civility

### **Complaints**

Contact local law enforcement or emergency services immediately if you notice a dangerous situation, threats of violence or someone in distress.

To report Unacceptable Conduct at an event, contact a member of ACC-DFW staff as soon as possible or file a complaint at using the ACC-DFW complaint form.

You may make Complaints anonymously. Whatever information you can provide, including identifying witnesses, will be helpful.

All reports will be kept as confidential as possible.

### **Consequences of Unacceptable Conduct**

Unacceptable Conduct will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply at once.

Violations of this policy may result in:

- Removal from an event without refund or warning
- Banning from future ACC events
- Revoking ACC membership
- Referral to local law enforcement

### ***Internal Action Steps***

If a host/moderator/staff member/board member witnesses or is alerted to any unacceptable behavior by a meeting participant, they will immediately reach out to the Executive Director or members of the ACC-DFW Executive Board via any reasonable communication channel (verbally, email, phone, etc.).

The ACC-DFW Board, or their designee, will review all allegations of violations of this Code of Conduct for Events and process according to its adopted procedures.

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|-------------------------------|---------------|
| <b>ACC-DFW Complaint Form</b> |               |
| <b>Name (if needed):</b>      | <b>Phone:</b> |
| <b>Address:</b>               |               |

|   |                               |
|---|-------------------------------|
| <b>Complaint Date:</b>  | <b>Event (if applicable):</b> |
| <b>Complaint Details:</b>   |                               |
| <b>Signature:</b>   |                               |
| <b>Disclaimer:</b> Complaints may be submitted anonymously. Please include any identifying witnesses or any information what would be useful. |                               |