



Association of Corporate Counsel, St. Louis Chapter Code of Conduct for Events

Approved: August 18, 2023

The Saint Louis Chapter of the Association of Corporate Counsel is committed to ensuring a safe, welcoming, and respectful environment at its events.

At St. Louis Chapter-sponsored events you must always treat others with respect and civility

This Code of Conduct applies to all St. Louis Chapter-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 a St. Louis Chapter-sponsored event, including all St. Louis Chapter staff and volunteers, 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 St. Louis Chapter staff
- Any behavior that the St. Louis Chapter 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 staff as soon as possible or file a complaint at using the St. Louis Chapter complaint form attached as Exhibit A.

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 witness or be alerted to any unacceptable behavior by a meeting participant, they will immediately reach out to members of the St. Louis Chapter Board via email to accstl@qabs.com.

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

EXHIBIT A
[Attached]



Association of Corporate Counsel, St. Louis Chapter Code of Conduct for Events Reporting Form

Last updated: August 18, 2023

If you feel threatened or see someone else being threatened, call 911 or notify event security immediately. Event staff will attempt to assist you if you wish to report a crime to local law enforcement.

Please use this form to report any potential violations of the St. Louis Chapter Code of Conduct for Events. The St. Louis Chapter takes all complaints seriously and the matter will be reviewed and investigated, as appropriate.

You can enter your name and contact information below or report anonymously. Names of witnesses will help us investigate, and your information will be kept as confidential as possible consistent with the need to investigate complaints.

Please complete the form and email to accstl@qabs.com.

To reach out to a St. Louis Chapter representative for any issues or questions, please email accstl@qabs.com and we can meet with you (by phone, virtually, or in person) to discuss your concerns or your report.

What type of violation are you reporting? *Select all that apply. You will have a chance to describe details below.*

- Violence, threats of violence, unwanted touching, or physical intimidation
- Verbal or written harassment on any basis
- Disruptive behavior or bullying
- Displaying inappropriate visual information
- Violation of the rules of the event or venue
- Other:

How were you involved in the incident?

- I was directly involved.
- I witnessed the incident.
- I heard about the incident from someone else.

What happened? *Please include what, when and where. The more detail the better.*

Please identify the people involved in the incident, including witnesses if known.

What is your preferred outcome? *We appreciate your thoughts in how you would like us to resolve the situation.*

Is there anything else that you would like to share?

How can the St. Louis Chapter follow up with you?

- Phone
- Email
- Meet in person.
- Meet via ACC event platform.
- I do not want to be contacted.
- Other:

Please provide your full name if you wish.

Please provide your preferred contact information.