



## AAM ANTI-DISCRIMINATION AND ANTI-HARRASSMENT POLICY

It is the policy of the Association for Accounting Marketing (AAM) that all participants in association activities will enjoy an environment free from all forms of illegal discrimination, harassment and retaliation. As a professional society, AAM is committed to providing an atmosphere that encourages the free expression and exchange of ideas. In pursuit of that ideal, AAM is dedicated to the philosophy of equality of opportunity and treatment for all members, regardless of gender, gender identity or expression (including transgender status), race, color, national or ethnic origin, religion or religious belief, age, marital status, sexual orientation, disabilities, or veteran status. Harassment of any kind, discrimination and retaliation are forms of misconduct that undermine the integrity of meetings. Violators will be subject to discipline up to and including expulsion from the association to be determined by the AAM Board of Directors.

**Definition of Discrimination:** Discrimination refers to bias or prejudice resulting in denial of opportunity, or unfair treatment regarding selection, promotion, or transfer. Discrimination is practiced commonly on the grounds of age, disability, ethnicity, origin, political belief, race, religion, sex, etc. factors which are irrelevant to a person's competence or suitability.

**Definition of Sexual Harassment:** Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, debilitates morale and, therefore, interferes with work effectiveness.

Sexual harassment may include:

- Unwelcome sexual advances
- Requests for sexual favors
- Sexual flirtations, advances, or propositions
- Verbal comments or physical actions of a sexual nature
- Sexually degrading words used to describe an individual
- A display of sexually suggestive objects or pictures
- Sexually explicit jokes
- Unnecessary touching or other verbal or physical conduct of a sexual nature

**Definition of Other Harassment:** Harassment on the basis of any other protected characteristic is also strictly prohibited. This conduct may include, but is not limited, to the following:

- Epithets, slurs, or negative stereotyping
- Threatening, intimidating or hostile acts
- Display or circulation of written or graphic material that denigrates or shows hostility or aversion toward an individual or group

### **Definition of Retaliation**

Retaliation refers to taking some action to negatively impact another based on them reporting an act of discrimination or harassment.

**Scope of Policy**

This policy applies to all attendees at AAM activities, including attendees, guests, staff, vendors, and exhibitors, participating in the sessions, tours, and social events of any AAM live or virtual meetings and activities.

Behavior and language that are welcome/acceptable to one person may be unwelcome/offensive to another. Consequently, individuals must use discretion to ensure that their words and actions communicate respect for others. This is especially important for those in positions of authority since individuals with lower rank or status may be reluctant to express their objections or discomfort regarding unwelcome behavior.

**Complaint Procedure**

If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you are requested and encouraged to make a complaint. Please complete AAM's Harassment and Discrimination Reporting Form and submit to Association Manager Rhonda Clark at rhonda@accountingmarketing.org. Similarly, if you observe acts of discrimination toward or harassment of another AAM member, you are encouraged to report this to the individual listed above.

All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, AAM will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against a member for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported.