

Meeting Safety & Responsibility Standard

Illinois ASBO is committed to providing a safe, productive and welcoming environment for all meeting participants and Illinois ASBO staff. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, Illinois ASBO staff, service providers and others are expected to abide by these Meeting Safety & Responsibility standards. These standards apply to all Illinois ASBO meeting-related events, including those sponsored by organizations other than Illinois ASBO but held in conjunction with Illinois ASBO events, in public or private facilities.

Sexual Harassment

Illinois ASBO strives to provide an environment free of unwelcome sexual advances, unwelcome requests for sexual favors or other verbal or physical conduct or communications of a sexual nature constituting sexual harassment. "Sexual harassment" is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature, including, but not limited to, the following:

- Verbal harassment or abuse
- Pressure for sexual activity with sexual or demeaning implications
- Repeated remarks with sexual or demeaning implications
- Unwelcome and deliberate touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats or promises
- Inappropriate cornering, patting or pinching
- Uninvited comments regarding physical or personality characteristics of a sexual nature
- Uninvited and unwelcome "jokes" or "teasing" of a sexual nature
- Uninvited and unwelcome letters, texts, social media messages, telephone calls and/or material
- Rape, sexual assault or the attempt thereof

Allegations of sexual harassment committed by any person at an Illinois ASBO event of any kind shall be immediately reported to the Executive Director or Deputy Executive Director so that appropriate action may be taken.

Responsible Drinking

At most Illinois ASBO networking events, both alcoholic and non-alcoholic beverages are served. Illinois ASBO expects participants at our events to drink responsibly. Illinois ASBO and meeting host event staff have the right to deny service to participants for any reason and may require a participant to leave the event.

Out of respect for the privacy and policies of other individuals and organizations, please refrain from posting pictures that include alcoholic beverages during networking events to your social media accounts.

Personal Safety and Security

Illinois ASBO works diligently to provide a safe and secure environment at its meetings and events by working with venue staff to make sure meeting participants are safe. We ask that all attendees report any questionable or concerning activity to Illinois ASBO staff or event venue personnel so that they can take immediate action. No concern is too small; if you see something, say something.

- Be aware of your surroundings at all times.
- Use the buddy system when walking to and from the event venue or networking event locations during early or late hours.
- Do not wear your meeting badge on the street. Take it off as soon as you leave the building/venue.
- Do not carry a lot of cash or credit cards. Leave valuable items in your hotel room safe.
- Do not leave personal property unattended anywhere at any time.

If it is an emergency or if you need immediate assistance, you should ask any Illinois ASBO staff member or the on-site security personnel to help you.

Unacceptable Behavior

Illinois ASBO has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings. This type of behavior includes, but is not limited to:

- Harassment, intimidation or discrimination in any form.
- Physical or verbal abuse toward any attendee, speaker, volunteer, exhibitor, Illinois ASBO staff member, service provider or other meeting guest.
- Examples of unacceptable behavior include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion or national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations and threatening or stalking any attendee, speaker, volunteer, exhibitor, Illinois ASBO staff member, service provider or other meeting guest.
- Disruption of presentations at sessions, in the exhibit hall or at other events organized by Illinois ASBO at the meeting venue, hotels or other Illinois ASBO-contracted facilities.

If you experience harassment or hear of any incidents of unacceptable behavior, Illinois ASBO asks that you inform either Dr. Michael A. Jacoby, Executive Director of Illinois ASBO, [mjacob@iasbo.org](mailto:mjacoby@iasbo.org) or (630) 408-7611 or Susan Bertrand, Deputy Executive

Director of Illinois ASBO, sbertrand@iasbo.org or (630) 542-7001 so that we can take the appropriate action.

Illinois ASBO reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and Illinois ASBO reserves the right to prohibit attendance at any future meeting.