

ILTA's Event Anti-Harassment Policy

Objective

International Legal Technology Association (“ILTA”) is committed to an event environment where everyone is treated respectfully and with dignity. Each individual has the right to attend an event with a professional atmosphere prohibiting unlawful discriminatory practices, including harassment. Therefore, ILTA expects all relationships among persons at the event to be business-like and free of explicit bias, prejudice, and harassment in any form. ILTA has developed this event anti-harassment (“EAH”) policy to ensure that its event attendees can participate in an environment free from unlawful harassment, discrimination, and retaliation.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may consist of unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that has the purpose or effect of creating an intimidating, hostile or offensive work environment. Harassing conduct includes

- epithets, slurs or negative stereotyping;
- threatening, intimidating or hostile acts;

- denigrating jokes; and
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group placed on walls or elsewhere on the event premises.

It is impossible to list every type of behavior that can be considered harassment in violation of this policy. Generally, any conduct that could interfere with an individual's work at, or enjoyment of, the event is forbidden. This is the case even if the offending individual did not mean to be offensive. Even mildly offensive conduct can be considered harassment if someone has made it clear that it is unwelcome.

Procedure to Address Complaints, Violations, and Appeals

Allegations regarding misconduct by anyone attending or participating in ILTA events or conferences or business partner related events at ILTA conferences (including but not limited to registrants, speakers, members, exhibitors, vendors, guests, and staff) are taken very seriously. ILTA encourages prompt reporting of violations so immediate action can be taken to address the concern. Complaints may also be raised after the event concludes, and ILTA may initiate a review of actions or behaviors without filing a complaint. Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include but is not limited to expulsion from the event and/or expulsion from ILTA.

In the event that any individual is a victim of, or witnesses, conduct that is criminal in nature or constitutes a medical emergency, the individual should immediately call 911 or otherwise contact authorities.

Anyone who believes they have been subjected to or have witnessed actions or behaviors violating ILTA's Anti-Harassment Event Policy should contact the ILTA Events Team at events@iltanet.org or by calling 312-533-4110. Reports may not be submitted anonymously to allow for a full investigation. While ILTA will attempt to maintain the confidentiality of the person making the report, complete confidentiality cannot be guaranteed. ILTA will investigate the complaint with the utmost discretion to the extent compatible with conducting an appropriate investigation.

Once a report of an allegation is received, the information will be reviewed promptly by ILTA's Senior Vice President of Service Delivery (SVPSD). If the

SVP Service Delivery is named in an allegation, the report will be reviewed by ILTA's Chief Executive Officer.

ILTA's SVPSD will review the allegations and communicate with the complainant if necessary for clarity, to request additional information, and/or to provide support. Once complete the SVPSD will bring the case to the ILTA Senior Leadership Team (SLT). Based on the assessment of ILTA's SLT, ILTA's SLT may determine various next steps.

- If, after the initial review, ILTA's SLT determines the allegation does not violate ILTA's EAH policy, ILTA's SLT may close the complaint without further action. In this instance, the complainant would be notified that the matter was closed, and the alleged offender would not be reported.
- The complainant has the right to appeal ILTA's SLT's decision in writing via email within ten business days of notification of the closure of the matter by emailing ILTA's Chief Executive Officer at ceo@iltanet.org.
- ILTA's CEO will conduct an independent review of the matter to determine whether to uphold the dismissal of the complaint or to return the case to ILTA's SLT for initiation of a full investigation.
- If any parties have a conflict of interest in adjudicating the matter, a committee of three Board members will be convened.
- If, after the initial review, ILTA's SLT determines the allegation violates ILTA's EAH policy, ILTA's SLT will contact the alleged offender to file the complaint. The alleged offender will be given ten business days after notification of the alleged violation to respond in writing. The alleged offender should provide a complete statement of the incident with any relevant documentation.
- If the alleged offender does not dispute the complaint, action will be taken by ILTA's SLT based on their initial assessment of the complaint.
- If the alleged offender does not respond to the complaint within ten business days, action will be taken by ILTA's SLT based on their initial assessment of the complaint.
- ILTA's SLT may bar any individual from participating in an ILTA event or conference while the investigation is pending.

A conversation between the SVPSD and the alleged offender is often sufficient to end the offensive action or behavior. However, ILTA reserves the right to take additional steps. If the severity of the alleged incident is high, if it is a potential repeat offence, or if the alleged incident is outside ILTA's capacity to assess claims and views on either side, ILTA may refer the case to the alleged offender's employer, licensing board, or law enforcement agency.

ILTA's SLT, or in the case of a complaint against a member of ILTA's SLT, the accused party, will recuse themselves from any discussion or decision if they are involved in the allegations of the complaint or have a conflict of interest with any of the parties to the complaint.

ILTA will keep a record of all complaints received under the policy, the determination made, and any resulting action or sanctions. ILTA may review the history of complaints in making credibility determinations and/or sanctions in connection with any later complaint relating to the same individual.

Potential Sanctions

If ILTA has determined a violation has occurred, ILTA may take any or all of the following actions:

- Issue a verbal warning;
- Issue a written notice;
- Revocation of event credentials without a refund of any fees paid;
- Barring the individual from any future events;
- Removing the individual from any committee or volunteer assignments;
- Suspension or revocation of individual membership;
- Notifying the violator's employer;
- Notifying the appropriate law enforcement agency.

Appeals

When sanctions are imposed, the party against whom the sanctions are directed may appeal the nature and scope of the sanctions for no more than 30 calendar days from receipt of the sanctions by emailing the SVPSD and the CEO of the intent to appeal.

Upon receiving notification of a pending appeal, ILTA's CEO will review the matter and appoint three current Board members without conflicts of interest to an

Appeals Board. The Appeals Board will have no more than 60 calendar days to review the complaint and sanctions.

The Appeals Board shall only consider the matter if new information is presented or a procedural error exists during the initial investigation. The decision of the Appeals Board shall be regarded as final.

Once the appeals process is completed, the Appeals Board's decision will be documented and subsequently shared with the complainant, the alleged violator, any victim choosing to participate in the investigative process, and the ILTA Board of Directors.

Aside from ILTA's process, persons who have been subject to harassment or other misconduct may choose to pursue legal remedies with the appropriate governmental entities at any time.