

SF ISACA Conference Code Of Conduct - Attendee Reporting Procedure

This procedure has been adopted from the Ada Initiative's guide titled "[CONFERENCE ANTI-HARASSMENT/RESPONDING TO REPORTS](#)".

1. Keep in mind that all conference staff will be wearing a nametag with a "Committee" ribbon. The staff will also be prepared to handle the incident. All of our staff are informed of the [CODE OF CONDUCT POLICY](#) and guide for handling harassment at the conference.
2. Report the harassment incident (preferably in writing) to a conference staff member - all reports are confidential.

When reporting the event to staff, try to gather as much information as available, but do not interview people about the incident - Staff will assist you in writing the report/collecting information.

The important information consists of:

- Identifying information (name) of the participant doing the harassing
- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in the incident

The conference staff is well informed on how to deal with the incident and how to further proceed with the situation.

If everyone is presently physically safe, involve law enforcement or security only at a victim's request. If you do feel your safety in jeopardy please do not hesitate to contact local law enforcement by dialing 911. If you do not have a cell phone, you can use any hotel phone or simply ask a staff member.