



Participant Code of Conduct

Purpose

NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all conference attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion.

This code of conduct outlines NIGP's expectations for all attendees and participants, including member and non-member attendees, speakers, contractors, exhibitors, sponsors, guests and volunteers. Cooperation is expected from everyone and NIGP will actively enforce this code throughout the event. Violations are taken seriously. Participants violating this code of conduct may be sanctioned or expelled at the discretion of the organizers.

Scope

We expect all participants, including attendees, media, speakers, volunteers, organizers, venue staff, contractors, vendors, sponsors, exhibitors, staff or guests to abide by this code of conduct at all event venues and related social events.

Expected Behavior

Event participants are expected to communicate and present themselves in a professional and constructive manner, whether in person or virtually, handle dissent or disagreement with courtesy, dignity and an open mind, be respectful when providing feedback, and be open to alternate points of view. Refrain from demeaning, discriminatory or harassing behavior or speech. We expect all participants to abide by this code of conduct at all events, including ancillary events, and official and unofficial social gatherings.

Unacceptable Behavior

Harassment includes, but is not limited to, offensive verbal or written comments, and negative behavior, whether in real or virtual space, including those which are related to or are based upon gender, age, sexual orientation, gender identity, gender expression, disability, physical appearance, body size, race, ethnicity, religion or other group identity. Harassment also includes display of sexual images in a public space, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of sessions or other events, inappropriate physical contact, and unwelcome physical contact or sexual attention.

Unacceptable behaviors include:

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant at all related events and in one-on-one communications carried out in the context of event venues may be shared with members of the public; please be respectful to all patrons of these locations.
- Boisterous, lewd or offensive behavior or language, including but not limited to sexually explicit language, profanity, obscene gestures, racial, religious, gender or ethnic slurs;

- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability;
- Inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
- Deliberate intimidation, stalking or following;
- Harassing photography or recording;
- Sustained disruption of sessions or other events;
- Unwelcome and uninvited attention or contact;
- Physical assault (including unwelcome touch or groping);
- Real or implied threat of physical harm;
- Real or implied threat of professional or financial damage or harm;
- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner;
- Possession of any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol; Please drink responsibly.
- Failure to obey the rules and regulations of the venue(s).

Exhibitor and sponsor booths, or similar activities are also subject to the code of conduct. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing/uniforms/costumes, or otherwise create a sexualized environment.

Reporting an Incident

The safety and security of our attendees is of our utmost priority. If you are the subject of unacceptable or inappropriate behavior, notice that someone else is being harassed, or have any other concerns, please notify a member of the staff immediately. Event staff will be available to help victims contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event. Staff will be wearing blue shirts with the NIGP logo, and many can be found at the event registration desk, or you may email us at forum@nigp.org.

If possible, provide the following information, preferably in writing:

- Identifying information (name/badge number, appearance) 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 or witnessing the incident

Consequences of unacceptable behavior

Perceived harassment and/or unacceptable unwanted / uninvited behavior will not be tolerated by any NIGP event attendee, including member attendees, non-member attendees, media, speakers, volunteers, organizers, venue staff, contractors, vendors, sponsors, exhibitors, staff or guests.

Anyone asked to stop any harassing behavior is expected to comply immediately.

If a participant, either in real or virtual space, engages in unacceptable behavior, the conference organizers may take reasonable actions in the best interests of the Institute to protect the safety and

security of its conference attendees and staff; including the expulsion from the conference and/or actions taken by appropriate local law enforcement officials.

Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this code of conduct you should notify the NIGP Member Council Chair with a concise description of your grievance. The Member Council will review the grievance and issue a statement indicating the final decision on the matter.