



## **Event Code of Conduct**

### **Purpose**

NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment at all NIGP hosted/sponsored events, whether in-person, online, or virtual.

NIGP will ensure that all events are inclusive, respectful, productive, and harassment-free for everyone regardless of gender, gender identity or expression, age, physical or mental ability, sexual orientation, disability, physical appearance, body size, race, ethnicity, national origin, marital status or partnership status, religion or creed, or any other basis protected by U.S. Federal, state or local laws.

In order to participate in NIGP-sponsored events and activities, all participants, including member and non-member attendees, speakers, contractors, exhibitors, sponsors, guests and volunteers must agree to abide by this code of conduct. Cooperation is expected from everyone and NIGP will actively enforce this code throughout any NIGP-sponsored event. We expect all participants to abide by this code of conduct at all events, including ancillary events, and official and unofficial social gatherings. Violations are taken seriously. Participants violating this code of conduct may be sanctioned or expelled at NIGP's discretion.

### **Expected Behavior**

- Present oneself in a professional manner
- Treat all participants with respect and consideration
- Be kind and considerate
- Handle dissent or disagreement with courtesy, dignity and with an open mind
- Be respectful when providing feedback, critiquing ideas rather than individuals
- Avoid personal attacks directed toward other participants
- Follow recommended precautions to prevent transmission of infectious diseases
- Follow all rules and policies of the event venue

### **Unacceptable Behavior**

Harassment includes, but is not limited to, offensive verbal or written comments, and negative behavior, whether in-person or in virtual event spaces, including those which are related to or are based upon gender, gender identity or expression, age, physical or mental ability, sexual orientation, disability, physical appearance, body size, race, ethnicity, national origin, marital status or partnership status, religion or creed, or any other basis protected by U.S. Federal, state or local laws. 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 or conduct
- Harassment in any form, including bullying, intimidation, or disparaging comments
- Boisterous, lewd or offensive behavior or language
- Disruption of the event – sustained or disrespectful disruption of sessions/presentations

- Harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability
- Threatening or stalking any participants
- Deliberate intimidation, stalking or following
- Harassing photography or recording
- 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)
- Retaliation against another participant for reporting violation of this Code

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**

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, notify the CEO, any NIGP Director, or event host immediately. Share as much information as possible to help us conduct a thorough investigation of the incident. All reported concerns will be treated seriously and investigated. All participants are expected to cooperate fully and honestly with any investigation.

### **Consequences of unacceptable behavior**

Participants who are asked to stop their behavior will be expected to comply immediately.

If a participant, either in real or virtual space, engages in unacceptable behavior, NIGP may take reasonable actions in the best interests of the Institute to protect the safety and security of its event participants and staff; including the expulsion from the event, notification to participant's employer, disqualification from attending future events, and/or actions taken by appropriate local law enforcement officials.

### **No retaliation**

NIGP will not tolerate any actual or attempted reprisals or retaliation against individuals who raise in good faith a concern that this Code of Conduct has been violated, or who participate in the investigation of such concern.

### **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.