

CHLA/ABSC is dedicated to providing a welcoming, professionally engaging, and safe conference experience for all. All conference participants, including delegates, spouses, partners, speakers, sponsors and volunteers at our conference are required to adhere to the following Code of Conduct. Organizers will enforce this code throughout the event. We expect cooperation from all participants to help ensure a safe environment for everybody.

CHLA-ABSC is dedicated to providing a harassment-free conference experience for everyone, regardless of gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, or religion. We do not tolerate harassment in any form.

Examples of harassment include offensive comments, verbal threats or demands, sexualized images in public spaces, intimidation, stalking, harassing photography or recording, sustained disruption of sessions or events, and unwelcome physical contact or sexual attention. Harassment also includes slights and negative message based solely on appearance.

This Conference Code of Conduct extends to all conference-related social events at off-site locations, and in related online communities and social media. At all times, CHLA-ABSC conference participants are representing the organization and are expected to uphold the highest standard of professional conduct.

Conference participants violating these rules may be sanctioned or expelled from the conference without a refund at the discretion of the CHLA-ABSC Board of Directors, who will be in attendance. Further sanctions may follow.

CHLA/ABSC will have a designated Code of Conduct Review Committee consisting of two CHLA/ABSC Board members and two other members of CHLA/ABSC who will be selected in advance of the conference and who will be in attendance at the conference. Any 2 members of this committee can review any complaint filed. Violations of the Code of Conduct should be reported using the incident reporting form available on the conference website. If a complaint generates a conflict of interest for a member of the Code of Conduct Review Committee, that member will step down. If necessary, the CHLA/ABSC Board will immediately appoint replacement member(s) for the Code of Conduct Committee.

### **Code of Conduct Process**

Upon receipt of a report a minimum of 2 members of the Code of Conduct Review Committee will meet as soon as possible to take appropriate steps to investigate and address the matter. These steps may include, but are not limited to:

1. Investigating the allegations of discrimination/harassment;
2. Meeting separately with the concerned parties;
3. Mediating the dispute;
4. If the circumstances require, the Code of Conduct Review Committee may make interim orders to protect the safety and health of the complainant and other attendees, including temporary suspensions from specific spaces or facilities pending the resolution of the

complaint, any of which must be reported immediately to the Board of Directors and the Chairs of the Conference Planning Committee.

All measures will be taken to protect the identity of the reporting participant and prevent retaliation.

Depending on the circumstances, the Code of Conduct Committee and the Board of Directors may be obliged to involve venue security and/or law enforcement. When possible, this will be left up to the discretion of the reporting participant.

Complainants are asked to provide only personal recollections of conversation and avoid sharing their recollections with other persons present or asking for clarification of recollections from other persons present, as it may unduly prejudice the investigative process. Other persons present will be contacted separately for their recollections.

Please note that no person, regardless of their role within or outside of CHLA/ABSC, shall be able to unilaterally dismiss any complaint. A complaint cannot be dismissed without the unanimous consent of the Code of Conduct Committee Review Committee if/when the investigation indicates that the complaint is unfounded and/or reveals it to be outside the scope of the Conduct Policies.

The Code of Conduct Committee will investigate and adjudicate a complaint as swiftly as possible. Whenever possible, investigations will be conducted, and resolutions will be sought immediately and during the time of the conference, but definitely within 30 days of receiving the complaint. Complainants will be informed in writing whether:

- a. The complaint is unsubstantiated;
- b. The complaint is substantiated;
- c. The complaint is outside the scope of the Conduct Policies and the mandate of the Committee.

In the case of (a) or (c), the complaint shall be dismissed, and the complainant and respondent shall be notified in writing by the committee. This decision shall not be subject to appeal, and the complaint may not be filed again.

In the case of (b), where the committee finds clear and convincing evidence of a violation of the Code of Conduct, the Committee shall prepare a written decision setting forth the nature of the complaint, the basis for the Committee's decision and its recommendation of an appropriate course of action. This decision will be provided to the complainant and the respondent, as well as to the Board of Directors and the Executive Director.

In the event a violation is confirmed by the Complaint Review Committee, the Committee may recommend sanctions including but not limited to expulsion from the conference without a refund, membership probation, suspension or revocation of membership, or any other such redress to the ethical violation as the committee may find appropriate in the circumstances. Members who have received awards from the Association may have their award(s)

revoked. Members who have been found in violation of the Code of Conduct may be deemed to henceforth be ineligible to receive awards.