

# Meeting and Event Code of Conduct Policy

The 50 State Afterschool Networks work to promote an inclusive environment during its meetings and events that are welcoming, safe, collaborative, supportive, and productive for all attendees, including staff, exhibitors, and service providers, and that values the diversity of views, expertise, opinions, backgrounds, and experiences reflected among these attendees. To that end, we expect meeting attendees to abide by the following Meeting and Event Code of Conduct:

## Expected Behavior

- Treat everyone with respect and consideration.
- Communicate openly and thoughtfully with others and be considerate of the multitude of views and opinions that are different than your own.
- Be respectful in your discussion and critique of ideas.
- Respect the rules, policies, and requests of the network and the online platform associated with the virtual conference.
- Uphold and support the network's commitment and actions to improve the events environmental and social impacts and promote equity, inclusion and diversity.

## Unacceptable Behavior\*

- Participation or promotion of harassment, intimidation or discriminatory behaviors during the virtual conference, on the event platforms, or on the network's social media accounts or hashtags.
- Overt, subtle, verbal, or non-verbal abuse of any attendee, speaker, volunteer, sponsor, exhibitor, staff member, service provider or other meeting or event guest.
- Disruption of talks at the meeting/event or other associated activities organized by the network.

*\*Examples of unacceptable behavior include, but are not limited to inappropriate comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin; inappropriate use of nudity and/or sexual images in public spaces or presentations; inappropriate sexual advances; threatening, bullying, harassment (sexual or otherwise), discrimination or stalking of any attendee, speaker, volunteer, sponsor, exhibitor, staff member or service provider.*

## Consequences

- Anyone requested to stop unacceptable behavior is expected to comply immediately.
- The network may take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund.
- The network reserves the right to prohibit attendance at any future meeting and/or revoke membership.
- The network will report criminal offenses to local authorities and reserves the right to report a possible criminal offense where appropriate.

## Process for Reporting Unacceptable Behavior

If you are the subject of unacceptable behavior or have witnessed any such behavior, following steps should be taken:

- Email Melinda Colón at [colon@collaborativecommunications.com](mailto:colon@collaborativecommunications.com) to report an incidence of unacceptable behavior. Provide your name, contact information and a brief description of the concern. This message will be directly sent to the network staff and they will handle code of conduct concerns with professionalism, sensitivity and confidentiality.
- Those who submit chat box messages deemed inappropriate will:
  - Be sent a message reminding them of the Code of Conduct
  - Be asked to refrain from those types for messages
  - If messages continue, be removed from the session.
- All concerns relating to unacceptable behavior will be treated seriously and addressed promptly. Complainants will remain in control of the process and the host will outline options available to deal with the situation promptly, effectively, and in a manner that the complainant finds most suitable.
- Depending on the nature of the issue, additional information or contacting law enforcement may be needed.