

# HPBA Event Code of Conduct

## Policy

HPBA is dedicated to a pleasant event experience for attendees. All participants, including but not limited to HPBA staff, affiliate staff, speakers, officers, directors, committee chairs and members, other volunteers, sponsors and other attendees, are expected to adhere to this HPBA Event Code of Conduct ("Code of Conduct"). This Code of Conduct applies to all HPBA events, including without limitation HPBExpo and meetings of the Executive Committee, Board of Directors, sections, committees and membership.

### Alcohol & Drug Use at HPBA Events

Despite the fact that marijuana use is now legal under the law of numerous states, HPBA will not knowingly allow behavior related to the possession, distribution or use of controlled substances at HPBA events, even if the use of such substance(s) is legal under state law.

At many HPBA events, both alcoholic and non-alcoholic beverages are served. HPBA expects participants at its events to drink responsibly. HPBA reserves the right to deny service to participants for any reason, and may require a participant to leave the event.

### Unacceptable Behavior

HPBA has zero tolerance for any form of discrimination or harassment, including but not limited to sexual harassment, by participants at HPBA events. This includes:

- Harassment, intimidation, or discrimination of any form.
- Physical or verbal abuse of any attendee, HPBA staff member, affiliate staff, speaker, volunteer, exhibitor, hosting event staff, or other meeting guest.
- Unacceptable behaviors include, but are not limited to, comments (including jokes) 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 in presentations, or deliberate intimidation, unwanted photography/recording, threatening, or stalking of any attendee, HPBA staff member, speaker, volunteer, sponsor, hosting event staff or other meeting guest.

## Enforcement & Reporting

1. Participants who are asked to cease any behavior(s) contrary to this Code of Conduct are expected to comply immediately.
2. HPBA reserves the right to take any action deemed necessary, including immediate removal from the event without warning or refund, in response to any incident of behavior deemed inappropriate under this Code of Conduct; HPBA reserves the right to prohibit attendance at any future meeting by any individual found to have acted in violation of this Code of Conduct.
3. Persons experiencing harassment or hearing of any incidents of unacceptable behavior in violation of this Code of Conduct are asked to contact an HPBA staff member and ask for either Jack Goldman, HPBA's President & CEO, or Kelly VanDermark, HPBA's Vice President, Expositions

& Events, so that appropriate action can be taken. If neither is available, HPBA's Board Chairperson should be contacted.

4. HPBA has no power whatever to prevent any person accused of unlawful or improper behavior who believes such action has caused him or her legal harm from instituting legal action against the person he or she believes has caused the harm.

## **Staff Procedures**

1. Any member of staff is authorized to issue a verbal warning to an event participant that such person's behavior violates this Code of Conduct. Warnings should be reported to the President & CEO as soon as possible thereafter and should include: identifying information (name of participant), time the warning was issued, behavior that was in violation, approximate time of behavior (if at a different time than the warning), circumstances surrounding the incident, and other people involved in the incident (including witnesses, if any). Verbal or oral warnings and reports should be reduced to writing as soon as practicable after their occurrence.
2. Reporting
  - i. When taking a personal report, staff should find a space that is safe and that cannot be overheard. It is recommended that one other staff member or HPBA Board member be present as a witness to the report. Staff will not ask the complainant to confront anyone, and, to the extent possible, the complainant's identity will remain known only to the HPBA representatives receiving the report. However, HPBA may not be able to guarantee confidentiality or anonymity to a complainant or witness.
  - ii. If at all possible, staff should also interview any witnesses and, depending upon the circumstances of the alleged inappropriate conduct and subject to the decision of the President & CEO, give the accused an opportunity to respond to the complaint.
3. Presentations
  - a. Presentations or similar events should not be interrupted for one-time gaffes or minor problems, although a staff member should speak to the presenter afterwards regarding the impropriety of any statements made. HPBA staff should take immediate action to politely and calmly stop any presentation or event that repeatedly (two or more occasions) or seriously violates this Code of Conduct.
4. Expulsion
  - a. A participant may be asked to leave an HPBA event for any of the following:
    - i. A second violation of the Code of Conduct, resulting in a warning from staff;
    - ii. Continuation of the offensive behavior after being directed to cease inappropriate conduct;
    - iii. A pattern (two or more incidents) of offensive behavior, with or without warnings; or
    - iv. A single serious or intentional offense (e.g. punching, groping, exposing oneself to another, use of hate speech or speech tending to incite violence).

Adopted by HPBA Board of Directors on: June 19, 2019.

Modified by HPBA Board of Directors on: October 23, 2019.