

## **NRMCA Code of Conduct**

### **Code of Conduct**

NRMCA is committed to creating and maintaining an engaging, productive, and safe environment in which all individuals are treated with respect and dignity, one that is welcoming and free from any form of harassment and discrimination. The policy guides everyone who participates in or attends an NRMCA conference or event. NRMCA wants to ensure that all participants understand what behavior is expected and what behavior will not be tolerated.

### **Expected Conduct**

By attending and participating in an NRMCA conference or event, you agree to:

- Think First! Be mindful of your surroundings and other attendees (if you notice a dangerous situation or someone in distress, alert onsite security staff),
- Be considerate and respectful to others,
- Communicate openly and thoughtfully, discussing differences in a non-confrontational fashion,
- Refrain from harassing, discriminatory, inappropriate, or demeaning conduct,
- Comply with all rules, policies, and procedures of the venue at which the conference or event is being held,
- Comply with NRMCA's published policies, inclusive of the NRMCA anti-trust policy, and
- Comply with all applicable laws and regulations in the location where the conference or event is being held.

### **Unacceptable Behaviors**

NRMCA prohibits harassment and discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, familial status, protected veteran or disabled status, genetic information, or any other protected class under local, state or the federal laws of the United States.

The following behaviors are unacceptable and will not be tolerated:

- Disruptive and/or disrespectful behavior during any interaction, including presentations and discussions,
- Physical or verbal abuse or bullying of any participant, event organizer, staff member, vendor, volunteer, or guest,
- Discrimination, verbal or nonverbal harassment, or hostility against any person or group of people,
- Harassment, sexual harassment, or sexual assault of any kind. This includes intimidation, violence, offensive/unwelcome behavior, unwelcome advances, threats, or stalking; inappropriate contact; inappropriate requests for sexual favors; all other verbal, visual or physical conduct of a sexual nature; offensive and unwelcome comments, jokes, drawings, pictures, cartoons, innuendos, or other sexually oriented verbal or written statements (including text messages, emails, social media posts, etc.),
- Removal or possession of property that is owned by another person or entity, and
- Any activity in violation of local, state, or federal laws.

## **Report Procedures**

If any Attendee believes he or she or another attendee has been subject to conduct that violates this Code, or witnesses such conduct, the attendee should immediately report the violation to any NRMCA staff member, while onsite at the conference or event. If it is not possible to report such conduct to NRMCA staff at the conference or event, you should report such conduct as soon as possible. Any NRMCA staff member who receives such a report or who witnesses inappropriate conduct must notify one of the following: NRMCA COO, NRMCA CFO, or onsite NRMCA staff lead at the event. This can be done via email at [meetings@nrmca.org](mailto:meetings@nrmca.org) and/or complete the online [Code of Conduct Incident Reporting Form](#). All reported concerns will be treated seriously and reviewed promptly. All attendees are expected to cooperate fully and honestly with any report review.

## **Consequences**

Attendees asked to stop harassing behavior are expected to comply immediately. At NRMCA's sole discretion, any violation of this Code of Conduct may result in removal from or denial of access to the conference or event without a refund of any applicable registration fees, and/or disqualification from attendance at future NRMCA programs. An Attendee's employer may be notified in the case of any proven violation. And in the case of a NRMCA employee, if such employee is found to have violated this Code of Conduct, such employee will be subject to discipline, up to and including termination from employment.

## **No Retaliation**

NRMCA 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 a concern. NRMCA takes all allegations of harassment, inappropriate behavior, and discrimination seriously and is committed to ensuring an environment that is free of all harassment, conduct that violates this Code of Conduct, and discrimination.