

## ABAA Code of Conduct

The ABAA is committed to providing a safe, productive, and welcoming environment for all program participants. As a condition of participating in any ABAA activities, participants must comply with all applicable ABAA policies related to those activities. Any violations may result in a person's immediate dismissal from such activity and/or a prohibition from participation in future activities.

### Discrimination, Harassment, and Intimidation

The ABAA has a zero-tolerance policy for any form of discrimination. Discrimination on the basis of the following protected categories is prohibited by this Policy. These categories include age, race, color, national origin, sex (including gender identity and gender expression), pregnancy, ancestry, religion, veteran status, disability, military service, sexual orientation, and political beliefs.

Discriminatory treatment is defined as singling out or targeting an individual for improper treatment because of their protected or recognized characteristic.

Harassment or intimidation is defined as unwelcome and offensive conduct that is directed at a specific individual. Harassment or intimidation may be considered to violate this policy when it creates an environment or interaction that disrupts the ability for the individual to enjoy an equal opportunity to participate in the benefits of ABAA programs and activities.

### Unacceptable Behaviors

Unacceptable Behavior is defined as:

- Harassment, intimidation, or discrimination in any form.
- Violence or threats of violence.
- Stalking any attendee, speaker, volunteer, product representative, sponsor, ABAA board member, service provider, or other attendee.
- Inappropriate use of nudity and/or sexual images in public spaces or in presentations.
- Verbal abuse of any attendee, speaker, volunteer, product representative, sponsor, ABAA board member, service provider, or other attendee. Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.
- Unwelcome or repeated disruption of presentations during ABAA sessions or events. All participants must comply with the instructions provided by ABAA moderators or event hosts.

### Investigation

The ABAA board of directors will promptly and impartially investigate the facts and circumstances of any claim of inappropriate conduct or harassment under this Policy. The ABAA will make every effort to keep the reporting confidential and will not deliberately share personal information, other than as necessary to carry out the purpose of investigation.

During an investigation, ABAA or a designated independent consultant subject to obligations of ABAA will attempt to investigate any claim of inappropriate conduct or harassment under this Policy in a prompt and timely manner. Upon completion of the investigation, ABAA will take appropriate corrective measures against any person who has engaged in conduct prohibited by this Policy, if ABAA determines such measures are necessary. Such remedial action may include, but is not limited to, the items listed below in Disciplinary Action.

### **Disciplinary Action**

The ABAA reserves the right to take any action deemed necessary and appropriate, in ABAA's sole and reasonable discretion, for the safety of any and all participants, including immediate removal of a participant from a meeting, event, or activity without warning or refund, that has been found to have engaged in any of the unacceptable behavior defined in this Policy, and ABAA reserves the right to prohibit attendance at any future meeting or activity, virtually or in person.

Nothing in this policy shall restrict or discourage any individual who experiences or is the target of conduct prohibited by this policy from reporting such conduct to the authorities, to the extent he or she deems such a report advisable or necessary.

Retaliation for complaints of inappropriate conduct or harassment are also considered harassment and will not be tolerated. Retaliatory behavior in connection with ABAA events will be investigated in a similar manner to initial complaints.

### **Application of This Policy**

All participants, including, but not limited to, attendees, members, speakers, volunteers, product representatives, sponsors, ABAA board members, and service providers are expected to abide by this Policy.

This Policy applies to all ABAA events, both in-person and virtual.

**If you experience harassment or hear of any incidents of unacceptable behavior, the ABAA asks that you, as soon as possible, inform an ABAA board member directly, so that we can take appropriate action.**