

Attendee Conduct at NACE National Meetings and other NACE National Activities

Approved by NACE Board: October 26, 2022

Introduction

NACE supports an environment for the exchange of educational ideas that is grounded in integrity, dignity, and respect for all program participants. The purpose of this policy is to encourage a professional and collegial environment at all NACE National events in which NACE members, other participants, and staff are treated with mutual respect and are not subject to unlawful discrimination or harassment.

Definitions

Harassment – For purposes of this policy, “harassment” refers to unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin or ethnicity, age, disability, genetic information, veteran or military service, or any other basis protected by federal, state or local law. Harassment becomes unlawful where the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive.

a. Hostile or Offensive Environment – As noted above, any behavior by an individual or group that contributes to intimidating, hostile, or abusive environment or otherwise substantially interferes with an individual’s ability to comfortably participate in NACE events is prohibited. This conduct includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; or demeaning jokes and display or circulation of written or graphic material that demeans or shows hostility or aversion toward an individual or group.

b. Sexual Harassment – NACE’s Anti-Harassment Policy (Adopted August 24, 2022) defines sexual harassment as actions such as:

“unwelcome sexual advances, verbal innuendoes of a sexual nature; off-color language or story telling; offensive personal references; lewd comments; sharing of material picturing scantily clad persons of either sex or demeaning, insulting, intimidating or sexually suggestive objects, pictures or photographs; unwanted physical contact or conduct including sexual flirtations, touching, advances or propositions; demeaning, insulting, intimidating or sexually suggestive written, recorded or electronically transmitted messages; seemingly innocent behavior of a sexual or demeaning nature which is offensive to others; requests for sexual favors as an explicit or implicit condition of membership or membership decisions and conduct that creates a hostile or offensive environment.”

c. Other Disruptive Behavior – While generally not prohibited by law, NACE prohibits bullying behavior (i.e., repeated inappropriate behavior by one person against another) or any hurtful or humiliating actions towards another at a NACE event, as well as any other unreasonably disruptive behavior such as sustained disruption of talks, events, or meetings.

Event Participation Policy

Expected Behavior - NACE expects all participants at NACE events to behave responsibly and professionally and not to engage in the harassing, disruptive or unsafe behaviors in this document. In addition, NACE expects participants to be considerate, respectful and mindful of their surroundings, including members of the public sharing the same event venue. This policy applies to NACE employees, officers, directors, members, volunteers, vendors, exhibitors, or any other event participants (collectively "participants"). NACE expects participants at NACE events to comply with the following:

- a. Treatment of Others. Participants must exercise professionalism, consideration, and respect in their speech and actions, and must refrain from demeaning, discriminatory, aggressive, disruptive, or harassing behavior, including unwanted physical contact, body language, gestures, and speech.
- b. Safety and Security. Participants should alert NACE staff and/or the NACE President if they notice a dangerous situation or someone in distress.
- c. Responsible Consumption of Alcohol. At some NACE events, both alcoholic and non-alcoholic beverages may be served. Because over-consumption may create unsafe or disruptive conditions for participants, NACE expects participants at these events to drink alcoholic beverages responsibly. NACE and event staff has the right to deny service to participants believed to be over-intoxicated and may require a participant to leave the event.

Reporting Procedure

Event participants who believe they have been subject to or have observed harassment or other inappropriate or unsafe behavior, should report it to the NACE National Board or NACE staff so that appropriate action may be taken. The following procedure outlines the steps that will be taken by NACE in the event of a report related to this policy at a NACE National event. However, when the facts of a situation warrant immediate action, this procedure may be modified.

- Participants are required to provide a firsthand account of the alleged harassment or inappropriate or unsafe behavior to a member of the NACE National Board or NACE national staff representative. The National Board member will immediately report the alleged harassment or situation to the NACE President.
- If there is an urgent need to remove a person from the event, the NACE President will convene at least 3 board members or other appropriate NACE staff representative selected by the National Board to investigate the facts and make a recommendation for immediate resolution.
- If there is not an urgent need to remove a person from the event, the NACE President will convene at least 3 board members or other appropriate NACE staff representative selected by the National Board to investigate the facts and make a recommendation for resolution.
- If a member of the NACE National Board is involved in the alleged harassment or inappropriate or unsafe behavior, the NACE National Board or other appropriate NACE representative selected by the National Board, without a conflict of interest to the National Board member, to investigate the facts and make a recommendation for resolution.

- Unless required by law, the participants involved in the investigation process must keep all information regarding the alleged harassment case confidential.
- Anyone who is found to have knowingly made a false accusation of sexual or other harassment may be subject to appropriate disciplinary action.

Potential Consequences to include:

- NACE reserves the right to refuse or revoke without refund the meeting registration or a future meeting registration of any person who has violated this policy at any time.
- Subject to any due process provisions of the bylaws, NACE reserves the right to revoke, without refund, the membership of any NACE member who has violated this policy.