

## **Code of Conduct**

IFMA is dedicated to providing a harassment-free and inclusive event experience for participants at all our events, whether held in person or virtually. Your registration or attendance at any IFMA event indicates your agreement to abide by the following Code of Conduct.

## **Expected Behavior**

All attendees, exhibitors, speakers, IFMA staff, vendors and participants of any capacity will:

- Conduct themselves in a businesslike, professional manner.
- Be considerate, respectful and collaborative.
- Refrain from demeaning, discriminatory or harassing behavior, materials and speech.
- Alert conference organizers if you are being harassed or notice that someone else is being harassed.

## **Unacceptable Behavior**

IFMA expressly prohibits harassment and discrimination of any form based on race, color, religion, national origin, sex, age, pregnancy, genetic information, military and veteran status, marital status, personal appearance, gender identity or expression, sexual orientation, disability or perceived disability (physical or mental), family responsibilities, political affiliation, or any other legally protected characteristic.

Examples of conduct prohibited by this Code of Conduct include, without limitation:

- a. Sexist, racist, homophobic or other discriminatory jokes, slurs, insults or comments
- b. Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- c. Unwelcome sexual advances, whether verbal or physical, display of sexualized images, talking, whether in person or online.
- d. Any boisterous, lewd, or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior, or content that contains profanity, obscene gestures, or racial, religious, or ethnic slurs.
- e. Violence, threats of violence, or violent language directed against another person
- f. Inappropriate photography or recording.
- g. Taking of photos within the event environment for use on social media, without the prior permission of the individuals or owners of the content therein.
- h. Failure to obey any rules or regulations of the event venue.

## **Consequences of Unacceptable Behavior**

Unacceptable behavior will not be tolerated whether by other attendees, media, speakers, volunteers, organizers, venue staff, sponsors, or exhibitors. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a participant engages in

unacceptable behavior, the conference organizers may take any action they deem appropriate, up to and including expulsion from the conference without warning or refund.

**What to Do if You Witness or are Subject to Unacceptable Behavior**

Anyone who witnesses or is subjected to unacceptable behavior should notify a conference organizer at once. IFMA shall be the sole and final judge of what does or does not fall into acceptable or unacceptable behavior and/or content.

**Scope**

We expect all conference participants (staff, sponsors, volunteers, speakers, attendees, and other guests) to abide by this code of conduct at all conference venues and conference-related social events.