

## **NAACO Code of Conduct**

NAACO is committed to providing a safe, productive, and welcoming environment for all participants. All participants, including, but not limited to, **members, event attendees, speakers, volunteers, exhibitors, NAACO staff members, service providers, and all others** are expected to abide by this Code of Conduct. This Policy applies to all NAACO events, **in-person and virtual**, including those sponsored by organizations other than NAACO but held in conjunction with NAACO events.

### **Expected Behavior**

Participants are expected to behave in a professional, ethical, and respectful manner at all events and when interacting with each other through NAACO sponsored communication channels.

### **Unacceptable Behavior**

NAACO has zero-tolerance for any inappropriate, unethical, or illegal behaviors; any form of discrimination, harassment, bullying of any sort, physical, personal, psychological, sexual or verbal abuse related but not limited to gender, sexual orientation, disability, physical appearance, body size, age, race, religion, national origin; inappropriate use of nudity and/or sexual images in public spaces or in presentations; or threatening or stalking any **member, event attendee, speaker, volunteer, exhibitor, NAACO staff member, service provider, or other meeting guest.**

Anyone observing these behaviors has a responsibility to report it to NAACO's Executive Director and/or a member of the NAACO Board of Directors.

All participants must comply with the instructions of the presentation moderator and/or any NAACO event staff. Disruption of presentations or other events organized by NAACO will not be tolerated.

Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. NAACO reserves the right to remove such messages and potentially ban sources of those solicitations.

Members must respect the intellectual property of others and should not use the work of others without appropriate attribution and formal citation. This includes, but is not limited to, presentations and prepared materials.

### **Consequences of Unacceptable Behavior**

NAACO Board of Directors reserves the right to deem behavior as unacceptable, based on but not limited to details outlined in the NAACO Code of Conduct. NAACO Board of Directors reserve the right to take any action deemed necessary and appropriate,

including immediate removal from the event without warning or refund, in response to any incident of unacceptable behavior. NAACO reserves the right to prohibit attendance or participation at any future event, virtually or in person. Events may include unofficial and/or unscheduled gatherings of NAACO event attendees that occur in conjunction with an official event.

### **What To Do If You Witness Or Are Subject To Unacceptable Behavior**

If you experience harassment or hear of any incidents of unacceptable behavior, NAACO asks that you inform Sara Wood, Executive Director, [swood@naaco.org](mailto:swood@naaco.org), so that we can take the appropriate action.