

CODE OF CONDUCT

SNAME Meetings Code of Conduct

SNAME values the participation of all persons at its events, and seeks to provide a respectful, harassment-free and inclusive environment for all, regardless of race, color, religion, sex, national origin, disability status, ancestry, citizenship status, age, gender, sexual orientation, and others. At the same time, all persons are expected to be respectful and courteous to others throughout the event.

SNAME is committed to providing a safe, productive, and welcoming environment for all meeting participants and SNAME staff. All participants, including, but not limited to, attendees, speakers, volunteers, industry partners, exhibitors, SNAME staff members, service providers, and all others are expected to abide by this Code of Conduct. This Code of Conduct applies to the SNAME meeting and related events, including those sponsored by organizations other than SNAME but held in conjunction with SNAME events.

This Code of Conduct applies to conduct during both SNAME in-person and virtual events, and outlines SNAME's expectations for participant behavior, as well as the consequences for unacceptable behavior. By participating in a SNAME event, you agree that you have read and will follow this Code of Conduct.

SNAME promotes equal opportunities and treatment for all participants. All participants are expected to treat others with respect and consideration, follow venue rules, and to alert staff to any violations of this Code of Conduct, dangerous situations, or any participant in distress.

Code of Ethical Conduct

- Be considerate, respectful, and collaborative.
- All your communication, whether written or verbal, including electronic, should be delivered in a respectful and polite manner.
- Refrain from demeaning, discriminatory or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants. Alert SNAME staff if you notice a dangerous or harassing situation or someone in distress.

Unacceptable Conduct

Unacceptable behavior includes:

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participants at or in relation to the SNAME meeting or related events. All who participate in the SNAME meeting and related events deserve respectful treatment, regardless of the capacity in which they are attending or participating. Discussion of opposing or different viewpoints is appropriate but is expected to be conducted in a respectful tone and manner that avoids personal attacks.
- Verbal or physical abuse, intimidation, or efforts to annoy others, which in any way creates a disturbance that is disruptive or dangerous or creates reasonable apprehension in a person.
- Harassing behavior (including, but not limited to, offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin,

inappropriate use of nudity and/or sexual images in SNAME-sponsored spaces or in presentations, yelling at or threatening participants, stalking or unwelcome following, harassing photography or recording, or unwelcome physical or verbal contact or sexual attention.)

- Disrupting a meeting or related event. All participants must comply with the instructions of the moderator and any SNAME staff.

What to do if you witness or experience conduct that violates this Code of Conduct

Prompt reporting is important so that SNAME can take action to stop the conduct before it is repeated. Violations of this Code of Conduct should be promptly brought to the attention of Cindy Slone, Director of Membership & Events, cslone@sname.org, 703.997.6706, so that appropriate action can be taken.

Consequences of Unacceptable Behavior

Unacceptable behavior will not be tolerated at SNAME meetings or related events. SNAME reserves the right to take any action it deems necessary or appropriate in its sole discretion due to any breach of this Code of Conduct, up to and including immediate discharge from their position or removal from their leadership position and/or termination of his/her membership.

Anyone asked to stop unacceptable behavior is expected to comply immediately. SNAME reserves the right to take any action deemed necessary and appropriate, including immediate removal from the meeting without warning or refund, in response to any incident of unacceptable behavior, and SNAME reserves the right to prohibit attendance at any future meeting, virtually or in person.

Participants must also cooperate with any SNAME investigation into reports of a violation of this Code of Conduct by providing information requested by SNAME that is relevant to SNAME's investigation. SNAME will also report on the outcome of any investigation to individuals who have reported a violation of this Code of Conduct; the information provided to those individuals will be limited to whether SNAME found a violation of the Code, whether any sanctions or corrective actions were imposed, and, at SNAME's discretion, the nature of those sanctions or corrective actions.