

**MODEL ANTI-HARASSMENT POLICY FOR MEMBERSHIP AND TRADE ASSOCIATION MEETINGS**

To be effective, this policy must be widely publicized. It should appear in full in meeting materials (for example, the meeting website and meeting book) and an abbreviated version (included here after the full version) should be posted throughout the meeting venue, including during slide shows between sessions.

**ANTI-HARASSMENT POLICY****1. Purpose**

[MEETING NAME] aims to be inclusive to the largest number of contributors, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, socioeconomic status, and religion.

This Anti-Harassment Policy outlines our expectations for all those who participate in [MEETING NAME] as well as the consequences for unacceptable behavior.

We expect all participants in [MEETING NAME] to create safe and positive experiences for everyone.

“Participant” in this policy refers to anyone present at [MEETING NAME], including staff, contractors, vendors, exhibitors, venue staff, members, and all attendees.

**2. Expected Behavior**

**We expect all participants at [MEETING NAME] (attendees, members, vendors, exhibitors, contractors, staff, and venue staff) to abide by this Anti-Harassment Policy in all venues at [MEETING NAME], including ancillary events and official and unofficial social gatherings.**

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert community leaders if you notice a dangerous situation, someone in distress, or violations of this Anti-Harassment Policy, even if they seem inconsequential.

**4. Unacceptable Behavior**

Unacceptable behaviors include

- intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in [MEETING NAME], at all related events and in one-on-one communications carried out in the context of [MEETING NAME]. [MEETING NAME] event venues may be shared with members of the public; please be respectful to all patrons of these locations.

**\*HELPING YOU  
GET FROM POINT A  
TO POINT B**

- harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or other personal characteristics
- inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
- deliberate intimidation, stalking or following;
- harassing photography or recording;
- sustained disruption of talks or other events;
- unwelcome and uninvited attention or contact
- physical assault (including unwelcome touch or groping)
- real or implied threat of physical harm
- real or implied threat of professional or financial damage or harm

Exhibitors in the expo hall, sponsor or vendor booths, or similar activities are also subject to the Anti-Harassment Policy. In particular, exhibitors should not use sexualized images, activities, or other material. Booth staff (including volunteers) should not use sexualized clothing, uniforms, or costumes, or otherwise create a sexualized environment.

Be careful in the words that you choose. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive jokes are not appropriate for [MEETING NAME].

### **5. Consequences of Unacceptable Behavior**

Unacceptable behavior from any participant at [MEETING NAME], including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making authority, will not be tolerated.

**If a participant engages in unacceptable behavior, [MEETING PRODUCER] may take any action they deem appropriate, including removal from [MEETING NAME] (without refund) at which the harassment occurred. Egregious violations will result in more severe sanctions.**

### **6. If You Are Subject to or Witness Unacceptable Behavior**

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the [MEETING PRODUCER] staff immediately. Staff can be identified by [clothing, name badges, or other way to ID staff]. [Alternatively, provide names and cell phone numbers of staff members who will take reports.]

All reports are confidential.

If possible, provide the following information, preferably in writing:

- Identifying information (name/badge number, appearance) of the participant doing the harassing

- The behavior that was in violation
- The approximate time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in or witnessing the incident

The staff are trained on how to deal with the incident and how to further proceed with the situation.

If needed or requested, staff will help participants contact venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of [MEETING NAME].

### **7. Addressing Grievances**

If you feel you have been falsely or unfairly accused of violating this Anti-Harassment Policy you should notify [GOVERNING BODY] with a concise description of your grievance. Your grievance will be handled in accordance with our existing governing policies. [LINK TO\_ POLICY]

[NOTE: Every organization's governing policies should dictate how you handle warnings and expulsions of members. It is strongly recommended that you mention those policies here and that you include a mechanism for addressing grievances.]

**Abbreviated version for posting.**

## **ANTI-HARASSMENT POLICY**

[MEETING PRODUCER] is committed to ensuring a safe and welcoming environment for all participants at [MEETING NAME]

**We expect all participants at [MEETING NAME] to abide by this Anti-Harassment Policy in all venues at [MEETING NAME], including ancillary events and official and unofficial social gatherings.**

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert community leaders if you notice a dangerous situation, someone in distress, or violations of this Anti-Harassment Policy, even if they seem inconsequential.

### **Unacceptable behaviors include**

- intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant in [MEETING NAME], at all related events and in one-on-one communications carried out in the context of [MEETING NAME].
- harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, or other personal characteristic
- inappropriate use of nudity and/or sexual images in public spaces (including presentation slides);
- deliberate intimidation, stalking, or following;
- harassing photography or recording;
- sustained disruption of talks or other events;
- unwelcome and uninvited attention or contact;
- physical assault (including unwelcome touch or groping);
- real or implied threat of physical harm;
- real or implied threat of professional or financial damage or harm

**IF YOU ARE BEING HARASSED, NOTICE THAT SOMEONE ELSE IS BEING HARASSED, OR HAVE ANY OTHER CONCERNS, PLEASE CONTACT A MEMBER OF THE [MEETING PRODUCER] STAFF IMMEDIATELY.** Staff can be identified by [clothing, name badges, or other way to ID staff]. [Alternatively, provide names and cell phone numbers of staff members who will take reports.]

All reports are confidential.

### **Consequences of Unacceptable Behavior**

Unacceptable behavior from any participant at [MEETING NAME], including attendees, sponsors, exhibitors, contractors, volunteer leaders, vendors, venue staff, and anyone with decision-making

authority, will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply immediately. Repeated or serious violations of this policy will result in your being asked to leave [MEETING] immediately without a refund. Egregious violations will result in more severe sanctions.

#### **Abbreviated version for slides**

### **ANTI-HARASSMENT POLICY**

[MEETING PRODUCER] is committed to ensuring a safe and welcoming environment for all participants at [MEETING NAME]

**We expect all participants at [MEETING NAME] to abide by this Anti-Harassment Policy in all venues at [MEETING NAME], including ancillary events and official and unofficial social gatherings.**

- Exercise consideration and respect in your speech and actions.
- Refrain from demeaning, discriminatory, or harassing behavior and speech.
- Be mindful of your surroundings and of your fellow participants.
- Alert community leaders if you notice harassment

**IF YOU ARE BEING HARASSED, NOTICE THAT SOMEONE ELSE IS BEING HARASSED, OR HAVE ANY OTHER CONCERNS, PLEASE CONTACT A MEMBER OF THE [MEETING PRODUCER] STAFF IMMEDIATELY.**  
[Alternatively, provide names and cell phone numbers of staff members who will take reports.]

All reports are confidential.