



## PURPOSE

A code of conduct for meetings enables everyone to participate in an inclusive, respectful and safe environment.

- Clarifies ION's expectations of attendees, sponsors, exhibitors, officers/directors, suppliers and staff while attending an ION conference in terms of behavior and the ION's Ethics Policy.
- Provides a course of action for participants when someone feels unsafe or experiences something that makes them feel uncomfortable.
- Provides legal protection for ION if conference attendees are asked to comply with this policy at the time of registration.



Ethics Chair Report

# Proposed ION Conference Code of Conduct

## PROPOSAL

It is proposed that ION add the proposed Conference Code of Conduct as Addendum B to the ION's Code of Ethics.

- The ION's Ethics Chair and ION's Bylaws Chair reviewed the proposed draft.
- The draft was circulated to Council in November for advance review and comment. No comments were received.

**MOTION: Council approves the Conference Code of Conduct as Addendum B to the ION's Code of Ethics.**

# ION Code of Ethics: Addendum B

## Conference Code of Conduct



ION values the participation of each member of the community, and endeavors to deliver a safe and enjoyable conference experience. Conference participants (including but not limited to attendees, sponsors, exhibitors, officers/ directors, suppliers and staff) are expected to uphold high standards of ethical conduct at all conference functions and agree to follow the following during ION conference events:

1. Comply with the ION's Code of Ethics.
2. Be respectful of personal space and common courtesy rules for personal interaction. Inappropriate behaviors include, but are not limited to harassment, aggression, and intimidation. Inappropriate behavior can take many forms such as: slurs; jokes; derogatory statements; foul or obscene language; offensive clothing; leering; stalking; staring; gestures; pictures, drawings or cartoons; violating personal space by impeding or blocking another person's movement or otherwise physically interfering with them; harassing photography or recordings; unwanted or offensive letters or poems; offensive email or voicemail messages; or social media postings.
3. Do not damage private or communal property.
4. Obey the rules and regulations of the venue and all governing laws at the conference location.
5. Agree not to video record participants without their permission. Agree photographs of copyrighted presentations are for personal use only and are not to be reproduced or distributed. Agree not to take photographs of proprietary images. Agree not take flash photography during presentations, or engage in any flash photography that would disturb those around you.
6. Be considerate of others in your use of personal electronic devices in public settings. Inconsiderate behavior includes the use of any disruptive device during conference sessions, including audio during the use of a two-way communication device and typing on a physical keyboard.
7. In case of an emergency, comply with instructions provided by conference staff, first responders or other emergency personnel as appropriate.

Participants are encouraged to promptly report any behavior that is unsafe, or that makes them uncomfortable, to an ION representative. Please find and tell an ION staff member; identified by their ION nametag. If you cannot locate a staff member, please contact [Lbeaty@ion.org](mailto:Lbeaty@ion.org).

Participants not complying with the ION's Conference Code of Conduct will be asked to immediately comply or may be subject to removal from the conference without refund. All determinations are at the sole discretion of the leading ION representative. Severe breaches of this Conference Code of Conduct may result in disqualification from participating in future events.