

Attendee Code of Conduct

This document comprises a code of conduct and procedures to be followed when an incident is reported.

I. Purpose

All JPMA & JPMA Cares events aim 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, race, ethnicity, sexual orientation, religion, ability, or other personal characteristics. This Code of Conduct outlines our expectations for all those who participate in any JPMA or JPMA Cares event or function, as well as the consequences for unacceptable behavior.

We expect all participants and attendees to create safe and positive experiences for everyone. "Participant" in this policy refers to anyone present at any JPMA or JPMA Cares event, including staff, contractors, vendors, exhibitors, venue staff, members, and all attendees.

II. Expected Behavior

We expect all participants (attendees, members, vendors, exhibitors, contractors, staff, and venue staff) to abide by this Code of Conduct in all venues of the event(s), 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 JPMA/JPMA Cares staff and/or leaders if you notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.

III. Unacceptable Behavior

Unacceptable behaviors include, **but are not limited to:**

- Intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant or guest of participant, and in one-on-one communications carried out in the context of the event(s)
- 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 (including in presentation slides);
- Deliberate intimidation, stalking or following
- Harassing or unwelcome photography or recording of another person
- Sustained disruption of talks or other events
- Repeated unwelcome and uninvited attention or contact
- Physical assault (including repeated unwelcome and unwanted touching or groping)
- Real or implied threat of physical harm
- Real or implied threat of professional or financial damage or harm

All exhibitor, sponsor and vendor booths are subject to follow the Code of Conduct as outlined above. In particular, exhibitors should not use sexualized images, activities, or other material that may be considered offensive. Booth staff (including volunteers) should not create a sexualized environment through printed material or conversations. Such offenses, even when committed in a joking manner, still constitute as unacceptable behavior. Excessive swearing and jokes that might be considered offensive are not appropriate.

Be aware that JPMA & JPMA Cares event venues may be shared with members of the public; please be respectful to all patrons of these locations.

Note: Retaliation for reported harassment is a violation of this Code of Conduct.

IV. Consequences of Unacceptable Behavior

Unacceptable behavior from any participant, 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, JPMA/JPMA Cares reserves the right to take any action deemed appropriate. JPMA/JPMA Cares reserves the right to remove an individual

from the event without warning or refund, to prohibit an individual from attendance at future JPMA/JPMA Cares events, and to notify the individual's employer of the action being taken.

V. If You Are Subject to or Witness Unacceptable Behavior

If you are being subjected to, or notice that someone else is being subjected to, behavior that violates this Code of Conduct, please tell a member of the JPMA/JPMA Cares staff immediately. Staff can be identified by white name badges with the JPMA and/or JPMA Cares logo. If you cannot find a member of JPMA/JPMA Cares' staff, stop by the registration desk and ask to be directed to an onsite staff member immediately.

All complaints will be treated **seriously** and responded to **promptly**. **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

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 the event.

VI. Addressing Grievances

If you feel you have been falsely or unfairly accused of violating this Code of Conduct you should notify the JPMA/JPMA Cares Board of Directors with a concise description of your grievance.